

**6Hx19-2.04 EMPLOYEE DUTIES AND RESPONSIBILITIES**

The purpose of this Board Rule is to establish Board policy relating to expected employee performance.

The College is committed to the concept of excellence in accomplishing its mission and relies on the dedication and commitment of its employees in the performance of their duties to achieve this purpose. To that end, all College employees are expected to assume and perform all responsibilities and duties listed in their official *Job Descriptions* and as assigned to them by the President or designee. Employees are further expected to perform their duties in an ethical manner consistent with all Rules of the District Board of Trustees and College procedures

Rule Adopted: 4/27/72; 8/25/75; 11/19/79; 5/19/86; 11/16/87; 9/16/97; 11/18/08

Effective Date: 4/27/72; 10/7/75; 11/19/79; 5/19/86; 11/16/87; 9/16/97; 11/18/08

**Reviewed:  
President’s Administrative Leadership Team – Non-Substantive/Editorial: 6/11/18**

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18)(44);  
1001.65(1)(3)(24)

Proposer: Timothy L. Beard, President