

**THE COLLEGE OF THE FLORIDA KEYS
BOARD OF TRUSTEES
RULE NO: 5.680**

PURPOSE AND EFFECT: To modify the procedure for offboarding employees.

SUMMARY: Prohibits an employee from taking leave during the final week of employment, codifies a timeline for the disbursement of separation materials, and repeals the exit interview.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS: No Statement of Estimated Regulatory Cost was prepared.

Any person who wishes to provide information regarding a statement of estimated regulatory costs, or provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

SPECIFIC AUTHORITY: F.S. 1001.64(18)

LAW IMPLEMENTED:

IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING WILL NOT BE HELD):

DATE AND TIME: September 24, 2004

PLACE: Key West Campus. 5901 College Road, Key West, FL 33040

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:
John Rouge, Executive Director, TADA

THE FULL TEXT OF THE PROPOSED RULE IS: Attached