

## 6Hx19-2.26 PERSONNEL DEFINITIONS

The purpose of this Board Rule is to establish personnel definitions used to describe the types and conditions of employment by the Board.

- A. The employment of all regular College personnel must be recommended by the President and approved by the District Board of Trustees. All employees at the College serve at the will of the President. The College's full-time personnel are classified in one of the following six categories:

### 1. EXECUTIVE AND ADMINISTRATIVE PERSONNEL

Executive and Administrative Personnel are employees whose primary responsibilities are planning, organizing, and directing the operations of the College. Such assignments require the performance of work directly related to the implementation of requirements under Federal and State Statutory law, the Florida Administrative Code, and Rules of the District Board of Trustees and ensuring the development of and compliance with College procedures. The duties and responsibilities of Executive and Administrative Personnel customarily and regularly require the individual to exercise discretion and independent judgment, and to direct the work of others. Duties and responsibilities involve:

1. directing, scheduling and supervising other employees;
2. evaluating and recommending the employment or termination of other employees;
3. allocating, managing, and scheduling resources and facilities; and
4. serving in positions involving planning, development, and utilization of personnel, financial resources, and facilities.

The College's Executive and Administrative Personnel include the College's Vice Presidents, Associate Vice Presidents and Provosts,. These employees are placed on annual or multi-year contracts. Their salary levels and contract terms are determined annually by the President and recommended to the Board for approval.

### 2. MANAGERIAL AND OTHER ACADEMIC PERSONNEL

Managerial and Other Academic Personnel are employees who possess

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a high level of expertise and have principal responsibilities in one of the following areas: academic, academic technology, institutional development, finance, human resources, institutional advancement, institutional technology, legal, management information systems, student development, and facilities planning and plant operations. The College's Managerial and Other Academic Personnel include Deans, Associate Deans, Assistant Deans, Directors, Managers, and Coordinators. Managerial and Other Academic Personnel at Pay Group I and above are usually placed on annual contracts and may be assigned teaching responsibilities. All Managerial and Other Academic Personnel are considered exempt employees in accordance with the Fair Labor Standards Act. Terms of employment may be dependent upon the major source of funding for each position.

#### **3. MANAGERIAL AND TECHNICAL PERSONNEL**

Managerial and Technical Personnel are employees whose assignments customarily and regularly require the individual to use discretion and independent judgment and may direct the work of others in carrying out College policies and procedures. Their training is of a technical and advanced nature that entails the performance of confidential duties. The College's Managerial and Technical Personnel include Managers, Coordinators, Assistant Directors, Specialists, Programmer/Analysts, Librarians, Staff Accountants, Computer Operators, Executive Administrative Assistants, and Laboratory Technicians.

Managerial and Technical Personnel may either be exempt or non-exempt employees, depending on their respective duties and responsibilities, in accordance with the Fair Labor Standards Act.

#### **4. SUPERVISORY AND CAREER CONFIDENTIAL PERSONNEL**

Supervisory and Career Confidential Personnel consist of hourly Career Employees who perform supervisory and confidential duties. Their assignments customarily and regularly require the use of particular discretion and independent judgment in handling information and implementing College policies and procedures. The College's Supervisory and Career Confidential Personnel include Administrative Assistants, Staff Assistants, Senior Office Assistants, and Store

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Associates. All Supervisory and Career Confidential Personnel are non-exempt employees in accordance with the Fair Labor Standards Act.

**5. CAREER EMPLOYEES**

Career Employees are employees of the College who do not require annual reappointment except as reclassifications are recommended. Career Employees personnel include full-time and part-time Groundskeeper/Custodians. All Career Employees are non-exempt employees in accordance with the Fair Labor Standards Act.

**6. INSTRUCTIONAL PERSONNEL**

Instructional Personnel consist of full-time faculty whose primary function is instruction or coordination of instructional programs. Instructional Personnel will be placed on the Instructional Pay Plan for 162 Duty Days, which is composed of Instructional Levels I, II+30, II+15, II, and III. Instructional Personnel are usually issued either a 162-duty day contract. Instructional Personnel are recommended by the President and appointed by the District Board of Trustees to annual contracts and are eligible to be considered for a continuing contract after five (5) years of satisfactory service with the College in accordance with Florida Administrative Code 6A-14.0411, *Employee Contracts for Full Time Faculty*, and District Board of Trustees Rule 6Hx19-2.55, *Employee Contracts for Full Time Faculty*. The terms “faculty” and “instructor” are used interchangeably when describing the duties and responsibilities of Instructional Personnel. The Board may designate full time faculty positions that are not eligible for continuing contract. Faculty members employed in such position may be appointed to annual or multiple year contracts as determined by the Board on recommendation of the President.

- B. The College’s Supplemental Salary Schedule identifies numerous categories where full-time and part-time personnel are compensated for the performance of specific duties. The following personnel definitions pertain to supplemental assignments and adjunct faculty:

**1. SUPPLEMENTAL ASSIGNMENTS**

Supplemental Assignments pertain to duties performed by the College’s full-time and part-time employees that qualify for supplementary pay. Supplemental Assignments include: classroom instruction by full-time instructional personnel beyond their assigned teaching load; substitute

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instruction; serving as a Department Chair, Program Coordinator, or Head Coach; providing instruction for postsecondary adult vocational or continuing workforce education courses; or other designated duties. Supplemental Assignments shall not carry an expectation of reappointment. An administrative determination to not reappoint an individual to a supplemental assignment shall not be regarded as disciplinary action.

**2. ADJUNCT FACULTY**

Adjunct Faculty are those part-time Instructional Personnel who have agreed to teach on an as needed basis. Adjunct faculty must meet the same qualifications as their full-time faculty counterparts as identified in the *Pasco-Hernando Community College Faculty Credentials and Qualifications Manual*. They are considered as Instructional Personnel with respect to campus activities and associations, but do not accrue employee benefits or any College obligation for employment beyond the term for which they are employed.

C. The following definitions pertain to the type of employment available at the College:

**1. FULL-TIME EMPLOYMENT**

Employment in a full-time budgeted position shall be compensated in accordance with the College's Classification Plan and Salary Schedules and includes fringe benefits.

**2. PART-TIME EMPLOYMENT**

Employment in a budgeted part-time position with the College that entails less than the normal, full-time workload for that classification and does not include the same level of fringe benefits as provided to a full-time employee.

**3. GRANT PERSONNEL**

Grant Personnel are College employees who receive part or all of their compensation from grant sources, either through the College or directly from other agencies. These individuals are employed for the specific period funded by the grant and do not accrue any

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obligation by the College for employment after termination of the grant. Grant Personnel should not expect to be offered continuing employment. While providing services to the College, Grant Personnel are considered College employees and have the rights and privileges of employees of the same classification, level and/or rank as contained in the College's Classification Plan and Salary Schedules. Grant Personnel receive fringe benefits comparable to a full-time employee.

**4. TEMPORARY EMPLOYMENT**

Temporary Employment shall mean a position for a period of time generally including a beginning and ending date for a non-continuing task. It is considered as Other Personal Services (OPS) and accrues no fringe benefits.

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General Authority: Florida Statutes: 1001.64; 1001.65; 1012;

Other References: Florida Administrative Code: 6A-14.002; 6A-14.041;  
6A-14.0411

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18)(43)(44);  
1001.65(1)(3)(13)(16)(24); 1012.82; 1012.83; 1012.855; 29  
United States Code, Sections 201-219 (the Fair Labor  
Standards Act)

Proposer: Timothy L. Beard, President