

6Hx19-2.26 Personnel Definitions

This Board Policy establishes personnel definitions used to describe the types and conditions of employment.

- A. The employment of all regular Pasco-Hernando State College (College) personnel must be recommended by the President and approved by the District Board of Trustees (DBoT). 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 Personnel

Executive 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 law, the Florida Administrative Code (FAC), and policies of the DBoT, and ensuring the development of and compliance with College procedures. The duties and responsibilities of executive personnel customarily and regularly require the individual to exercise discretion and independent judgment, and to direct the work of others. Duties and responsibilities involve creating and supporting the leadership, and structure to carry out the vision and mission of the College, including allocation of resources and accountability for their assigned area(s).

The College's executive personnel include the College's Vice Presidents, Associate Vice Presidents and Chief positions. 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 DBoT for approval.

2. Administrative Personnel

Administrative personnel are employees whose assignments customarily and regularly require the individual to exercise discretion and independent judgment and directly oversee the work of others in carrying out College policies and procedures. 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 administrative personnel includes, but is not limited to, Deans, Associate Deans, Assistant Deans, Executive Directors, Directors, and Associate Directors. Administrative personnel are placed on annual contracts and may be assigned teaching responsibilities. All administrative 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. Professional/Technical Personnel

As outlined in the U.S. Department of Labor's Standard Occupational Classification System, professional/technical positions generally consist of professions within Architecture and Engineering, Computer and Mathematical, and/or Healthcare Practitioners and Technical positions within Healthcare. Professional/technical personnel are employees who possess a high level of training, education and expertise with 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. Their training is of a technical and advanced nature that may entail the performance of confidential duties. The College's professional/technical personnel include but are not limited to: Application Developer, Functional Analyst, Project Manager, Data Analyst, Webmaster, Plans Reviewer/Building Inspector, and Coordinators, among others.

Professional/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. Organizational Support Staff Personnel

Organizational support staff personnel consist of hourly employees who support administration and day-to-day operations, including, but not limited to clerical and facilities maintenance. Organizational support staff generally follow established procedures and do not customarily and regularly require the use of particular discretion and independent judgment in handling information and implementing College policies and procedures. Organizational support staff include Administrative Assistants, Staff Assistants, Senior Office Assistants, and Trades Workers and Groundskeepers, among others.

Organizational support staff personnel do not require annual reappointment except as reclassifications are recommended. All organizational support staff are non-exempt employees in accordance with the Fair Labor Standards Act.

5. 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, and III. Instructional personnel are usually issued a 162-duty day contract. Instructional personnel are recommended by the President and appointed by the DBoT 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 FAC. The terms "faculty" and "instructor" are used interchangeably when describing the duties and responsibilities of instructional personnel. The DBoT may designate full-time faculty positions that are not eligible for continuing contracts.

Faculty members employed in such positions may be appointed to annual or multiple year contracts as determined by the DBoT 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 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 full-time faculty. They are considered 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, including 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 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 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 Schedule. Grant personnel receive benefits comparable to a full-time employee.

4. Temporary Employment

Temporary employment shall mean a position for a specified period of time. It is considered Other Personal Services (OPS) and accrues no benefits, except as required by law.

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Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1012

Other References: FAC: 6A-14.002; 6A-14.041, 6A-14.0411

Law Implemented: FS: 1001.64(1)(2)(4)(18)(43)(44); 1001.65(1)(3)(13)(16)(23); 1012.82; 1012.83; 1012.855; 29 United States Code, Sections 201-219 (the Fair Labor Standards Act)