

**6Hx19-2.38            INSTITUTIONAL DEFINITIONS OF “YEAR OF SERVICE,”  
“WORKWEEK,” AND “WORK DAY”USED TO  
DETERMINE SERVICE FOR WORK CREDIT**

The purpose of this Board Rule is to provide the Board’s institutional definitions of “year of service”, “work week”, and “work day.”

The following definitions are used to determine the service for work credit for College personnel:

1. A “year of service” is defined as at least one day more than one-half (1/2) the days in the normal contract period for the position in a fiscal year, or the equivalent as defined by District Board of Trustees Rule 6Hx19-2.16, *Military Leave*. It is full-time actual service, including leave with pay and professional leave without pay, but excluding overtime work.
2. A “normal work week” for all College personnel, except full-time faculty, shall be 40 hours not including a meal break. District Board of Trustees Rule 6Hx19-2.30, *Duty Hours for Instructional Personnel*, contains the Board’s policy regarding duty hours for instructional personnel
3. A “normal work day” for College personnel shall be one-fifth (1/5) of the normal work week as defined above, except that it shall be one-fourth (1/4) of the work week when the Board approves a four-day work week.

The Board authorizes the President to make exceptions to this Board Rule, as necessary, to meet the needs of the College.

Rule Adopted:            3/14/74; 8/25/75; 4/12/76; 11/19/79; 12/16/85; 11/16/87; 10/21/97  
10/20/98; 11/18/08

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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)(43)(44);  
1001.65(1)(3)(12)(24)

Proposer: Timothy L. Beard, President