

6Hx19-2.38 Institutional Definitions of “Year of Service,” “Work Week,” and “Work Day” Used to Determine Service for Work Credit

This Board Policy provides the institutional definitions of “year of service,” “work week,” and “work day.”

The following definitions are used to determine the service for work credit for Pasco-Hernando State College (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 the District Board of Trustee (DBOT) Military Leave Policy. 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 meal breaks. DBOT policy related to *Duty Hours for Instructional Personnel*, provides 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 DBOT approves a four-day work week.

The President may make exceptions to meet the needs of the College.

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Legal Authority:

General Authority: FS: 1001.64; 1001.65

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