



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> JOB DESCRIPTIONS AND CLASSIFICATIONS	<b>Number:</b> 6.01	<b>Page:</b> 1 of 3
<b>See Procedures:</b> [ <input type="checkbox"/> ] Yes [ <input checked="" type="checkbox"/> ] No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1012.855 Florida Board of Education Rule 6A-14.002, 6A-14.041	<b>Board Adoption/Revision Approval Dates:</b> 6/16/99, 6/27/00, 10/22/02, 6/16/09	

Job descriptions and classifications are developed to provide for uniform and consistent determination of salaries and equitable treatment of employees. The adoption of the Salary Schedule by the District Board of Trustees recognizes and approves the classifications. Copies of the job descriptions and classifications are available from the Human Resources Office, from each Vice President, in College libraries, on the Intranet, Citrus Campus, Hampton Center, Levy Center, and the Appleton Museum of Art.

In classifying positions, the College uses the following definitions:

**Regularly Established Full-time Positions:** A position authorized and established by the Board to satisfy a continuing and recurring workload requirement. For teaching faculty, full-time positions require a schedule of not less than 35 hours per week and not less than 168 scheduled work days during an academic or budget year. For all other employees, full-time positions are scheduled for a minimum of at least 37.5 hours per week for eight or more calendar months during a fiscal year (July 1 through June 30).

**Temporary Full-Time Faculty:** An instructional position on a temporary full-time basis may be established for a duration no longer than 168 days, but successive contracts of the same or less duration may be issued upon the President’s approval for up to a maximum of two years.

**Regularly Established Part-Time Positions:** A position authorized and established by the Board to satisfy a continuing and recurring workload requirement for an administrative, professional or career service employee which requires an employee to provide service for 20 or more hours per week for at least eight calendar months each academic or budget year.

**Other Personnel Services (OPS – Temporary Positions):** A position for which compensation is paid to a person who is not a full-time or part-time employee in a

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regularly established position. The definition includes student assistants, temporary employees, and part-time academic employees specifically budgeted by the College.

The position is established to meet a workload of a temporary, casual or seasonal nature. The position may be established for a period not to exceed a total of 2,080 clock hours.

Employees in OPS positions do not receive benefits except those required by statute or regulation.

Temporary positions do not automatically become regular positions even though an employee is assigned to perform or agrees to accept work assignments that exceed the normal workload for short periods of time.

Classification of positions is according to the predominance of tasks assigned. Generally, that requires analysis of the tasks that make up fifty percent (50%) or more of the assigned workload. Positions are not reclassified because an employee is assigned to or agrees to perform supplemental duties.

Employees are classified according to the positions to which they have been assigned or appointed. Employment contracts are issued to administrative and faculty employees.

**Faculty** – Positions officially designated by the District Board of Trustees as instructional. The primary and predominant activities of such positions involve direct instruction, library or learning resources support services, academic advisement, career advisement and student support services.

Instructional positions include full-time and part-time faculty, temporary full-time faculty, librarians, counselors, program facilitators, and adjunct instructors.

**Administrative Positions** – The primary duties of such positions shall involve executive, managerial, and decision-making responsibilities. The duties of these positions include planning, directing, developing, organizing, and utilizing College resources (manpower, material, financial, and facility resources). Administrators direct, schedule, manage and supervise other employees. Examples of positions classified as Administrative are the following: President, Vice President, Executive Director, Associate Vice President, Dean, and Associate Dean.

**Professional Positions** – The primary duties of such positions provide oversight of specific operations of the College or provide services of a highly technical nature. Employees in these positions generally have specialized training, experience or certifications that relate directly to the functions of the positions. Employees in these positions may supervise other employees. Examples of positions classified as Professional are the following: Coordinators, Managers, and Programmers.

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**Career Service Positions** – The primary duties of such positions involve performance of support functions essential for the effective operation of the College and other than those designated as Faculty, Administrative or Professional. Some Career Service employees may supervise other employees.

Career Service positions may be further classified as Administrative Support, Instructional Support, Student Support, Technical Support, Plant Support and Facilities Support.

**Other** – In order to conduct effective operations, the College may periodically employ individuals to perform services in positions that are not classified in one of the above groups.

Administrators are obligated to monitor and control workload assignments given to subordinates to avoid inadvertent conflict with these guidelines.

Regular positions are funded from the regular College budget or from grant and contract program funds. Temporary positions are paid from the Other Personnel Services (OPS) category.