



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> EMPLOYMENT REQUIREMENTS	<b>Number:</b> 6.02	<b>Page:</b> 1 of 2
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1012.855 FAC 6A-14.041	<b>Board Adoption/Revision Approval Dates:</b> 6/16/99; 6/27/00, 10/22/02, 10/25/05, 6/16/09, 10/29/14	

The minimum requirements for positions at the College are outlined in the job descriptions which are published on the intranet under Human Resources – Job Descriptions.

When a person is recommended for employment and is the best applicant for a position but does not meet certain minimum qualifications for the position, the College may place the employee in a “Trainee” position (See separate section on Trainees.)

### **Employment Criteria for Instructional Personnel**

The College shall employ instructional personnel who most clearly meet or exceed the requirements of each specified position, consistent with the College's general philosophy, objectives and obligations to the community and in accordance with the College's equity policy. Specific definitions and requirements are approved annually as part of the College's Salary Schedule. Instructors in associate degree transfer programs and baccalaureate programs shall meet the minimum requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), generally defined as having at least a master's degree with 18 graduate semester hours in field. Special exemptions may be given according to SACSCOC guidelines.

Should the College employ a person who does meet minimum qualifications for a position and the College feels it would be in its best interest for that employee and the College to have additional educational training, the College may assist the employee financially, provided funds are available.

### **Initial Salary Placement**

The College places employees in the appropriate pay grade for the position at the time of their appointment or reappointment according to the provisions of the Salary Schedule.

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**Trainee Category**

If an applicant for a position does not meet certain minimum qualifications, but is otherwise qualified for the position, the department head may request approval by the President that the applicant be appointed as a “Trainee.” In such cases, the employee may be hired below the minimum salary, until the minimum qualifications have been satisfied. The individual’s observation period, if applicable, begins after the trainee period has been completed.