



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> SUPPLEMENTAL SERVICES ASSIGNMENTS	<b>Number:</b> 6.24	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statues 1001.64	<b>Board Adoption/Revision Approval          Dates:</b> 6/16/99, 6/27/00, 10/22/02, 10/25/05	

The President is authorized to assign supplemental duties to regular full-time members of the College staff, who have been properly appointed by the Board, as may be necessary or required. Such duties include teaching overloads, teaching non-credit classes, acting as substitutes or performing supplemental duties as outlined in the current salary schedules, such as special administrative responsibilities.

Supplements beyond the basic salary, justified because of extra or extended duties and services or special situations, may be provided.

The purpose of this rule is to, without authority or sequence:

- (1) Permit and authorize qualified members of the College staff to be assigned supplemental instructor duties.
- (2) Delegate to the appropriate Vice President or Dean the authority necessary to effectively manage and control the supplemental activities of regularly appointed staff members.
- (3) Eliminate the need for repetitive supplemental appointments of regular staff members to various instructional activities.
- (4) Maintain the existing level of education quality by hiring as often as possible full-time CF instructors, administrators, and other professionals, in lieu of part-time or transient lecturers or adjuncts, to fulfill overload opportunities.

Supplemental duties must be consistent with Florida Statutes, Florida Board of Education Rules, Board policies, and other planning and programming considerations.

The President or the President's designee shall establish procedures to assign supplemental duties.