



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

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

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, genetic information, veteran status or disability status and any other factors prohibited under applicable federal, state, and local civil rights laws and regulations in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this policy statement, the college will not tolerate such conduct. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be contacted at the Ocala Campus, 3001 S.W. College Road, at 352-291-4410 or [Compliance@cf.edu](mailto:Compliance@cf.edu).