

## College Operating Procedures (COP)



**Procedure Title:** Employment Classifications  
**Procedure Number:** 05-0201  
**Originating Department:** Office of Human Resources

**Specific Authority:**

Board Policy  
Florida Statute 1001.65, 1012.82  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 11/21/96; 7/1/00; 11/3/04; 12/2/08; 1/15/10; 02/16/10; 11/1/10; 01/14/14

**Purpose Statement:** To establish and define employment classifications such as job type and employee status.

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### **Guidelines:**

The College classifies positions based on a variety of factors including the nature of the duties assigned, the percentage of workload performing the duties, and state and/or college guidelines. Employment classifications are used as one factor to ensure a uniform and consistent determination of salaries and equitable alignment of positions.

### **Employment Classifications**

- **Faculty** – Teaching faculty positions are officially designated to perform instructional activities in degree or certificate granting programs. The primary and predominant activities of such positions involve direct instruction. Non-teaching faculty positions are officially designated as learning resources or counselors. Regular and limited term full time teaching faculty (credit courses), librarians and counselors are covered by the Collective Negotiations Agreement.
- **Executive and Administrative** – The primary duties involve executive, managerial, and college-wide decision-making responsibilities, including planning, directing, developing, organizing, and utilizing College resources (manpower, material, financial, and facility resources). Examples of executive positions include President, Vice Presidents; administrative positions may include, but are not limited to the following: Dean, Associate Dean and some Directors.

- **Professional** – The primary duties provide oversight of specific operations of the College or provide services of a highly specialized or technical nature. Employees in these positions generally have specific training, experience or certifications that relate directly to the functions of the positions and may supervise other employees. Examples of positions classified as Professional are the following: Director/Assistant Director, Classroom Teacher, Coordinator, Manager, Programmer and Analyst.
- **Career Service** – The primary duties involve performance of support functions essential for the effective operation of the College. Some Career Service employees may supervise other employees. Career Service positions may be further designated as administrative, instructional, student services, technical, plant and/or facilities support in accordance with the Florida State Accounting Manual.
- **Adjunct (part time faculty)** – An adjunct position is a temporary, part time position established for the purpose of direct instruction. Adjunct faculty is limited to teaching no more than nine (9) credit hours/ten (10) instructional hours per semester or summer. There is no expectation the position will continue in the future. Employees holding an adjunct position are considered temporary employees and are ineligible for benefits.
- **Student Assistants** – The primary duties vary greatly and will depend on the needs in the employing department. Availability of positions may vary from semester to semester. Employment of Student Assistants is detailed in College Operating Procedure 05-0303.
- **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.

### Position Types

- **Regular** – A position that is authorized and established in the staffing plan to satisfy a continuing and recurring workload requirement.
- **Limited Term** – A position that is established to meet a specific need for a limited period of time. Limited term faculty are defined as full time faculty hired for no less than one full semester and no more than two academic years. For employment classifications other than faculty, limited term is defined as an employee hired for no less than 120 days and generally no more than one (1) year. Limited term positions include special assignments, contractual work, interim appointments and other positions that do not expect to have a continuing or recurring workload. Limited term positions may receive selected benefits afforded to regular positions for the term of employment.

- **Temporary and On-Call, Other Personnel Services (OPS)** – A position that is established to meet a workload of a temporary nature. Employees in temporary OPS positions do not receive benefits except those required by statute or regulation and are limited to working no more than 25 hours per week. Temporary OPS positions include student assistants, substitutes, test proctors, and others. A temporary OPS employee may not have more than 2,080 hours of total service at the College. Temporary OPS positions are funded from the OPS budget category.

On-Call positions may be established to meet a workload of a casual or seasonal nature and are not subject to the 2,080 clock hour rule for temporary OPS positions. On-Call employees in OPS positions do not receive benefits except those required by statute or regulation. On-Call positions include Peak Partners and OPS temps called to cover various, non-reoccurring limited assignments. On-Call OPS positions are funded from the OPS budget category.

- **Grant funded** – Grant funded positions may consist of regular, limited term, or temporary positions which are established through a grant and may be eliminated if the grant funding ends. Individuals employed through a grant or similar types of non-recurring funds hold their positions only for the duration of the grant.

#### Position Status

- **Full-time** – A full time non-instructional position is established for a minimum of 37.5 hours per week. Faculty full time positions are governed by the Collective Negotiations Agreement (CNA), but generally are scheduled to teach 15-16 hours per semester (2 semesters) or work a 37.5 hours if not assigned teaching responsibilities. In all cases, where College policy may conflict with the CNA, the CNA prevails.
- **Part-time** – A part time position is one that is established to satisfy continuing and recurring workload requirements. A part time position cannot be established for more than 25 hours per week without the approval of the appropriate Vice President and Director, Human Resources. Under no circumstances shall a part time position exceed 29 hours per week.

\*\*The College follows all Florida Retirement System guidelines and applicable Florida Statute related to position status and retirement contribution eligibility.