

Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 3.01	Personnel Program	FS 1001.64	FS 1001.64	6A-14.002	2/22/2010

The District Board of Trustees authorizes the President to establish a personnel program for Polk State College that support recruiting, developing and retraining faculty and staff. These programs will include:

1. Employment

- a. College personnel will be selected, retained, and promoted on their ability and willingness to support the philosophy and objectives of Polk State College. The Board recognizes that the pursuit of excellence requires personnel of the highest caliber, dedicated to the belief that all students who enter the college will be given the best education available in the most favorable environment at a cost consistent with available resources.
- b. The Board subscribes to the fullest extent to the principle of the dignity of all persons and of their labors and will take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their age, race, religion, color, sex or national origin, marital status and handicap as referenced in District Board of Trustees Rule 3.12, Equal Employment Opportunity. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit, and professional ability. Other equal employment opportunity actions will be taken to include, but not be limited to, the following: selection, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff, or termination; rates of pay or other forms of compensation; and selection for training.
- c. Employment situations that give rise to potential on-the-job conflicts of interest are prohibited. The President is authorized to judge whether or not such situations would exist and to take appropriate action to prevent them. In doing so, the President will be guided by applicable Federal and State laws and regulations.
- d. All new employees must complete and submit all personnel and payroll requirements which specifically include the following: an official college application, sufficient documents to prove employment eligibility and fingerprint samples to ensure a safe work environment.
- e. Falsification of the employment application may be grounds for immediate dismissal.

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2. Faculty and Staff Evaluations

The President will ensure that effective instruments are developed and utilized to evaluate the performance of all College employees. These will include procedures for performance evaluation of:

- a. Full-time Faculty
- b. Administrators
- c. Professional and Technical Employees
- d. Career Employees

3. Staff Reduction

In the event that declining enrollment or cutback in programs necessitates a reduction of administrative, instructional, professional/technical, and career personnel, the criteria listed below will be applied to determine, in an orderly and equitable fashion, the number of kinds of personnel to be reduced. When the circumstances so indicate, the President will apply these criteria, then submit to the Board a recommendation as to specific personnel who will be affected by the reduction. It cannot be emphasized too strongly that the basis for staff reductions is the need to bring the college staff in line with the programs which are offered now and will be offered in the future. Every effort will be made to minimize reductions consistent with the needs of the College. Terminated personnel will be extended whatever job placement assistance the College can reasonably provide.

- a. Reduction Criteria:
 - i. amount of budget deficit which must be offset by personnel costs.
 - ii. the capacity to meet the educational needs of the community to include past and anticipated demand for courses and their cost effectiveness as well as future curriculum needs.
 - iii. the quality of past service as indicated by such factors as the Performance Evaluation form
 - iv. educational qualifications to include versatility, degree level, field of study and length of service

4. Employee Education

The President will establish a program for the purpose of providing financial resources to pay the cost of classes at Polk State College for eligible employees and their dependents. The President will ensure the development of procedures for implementation as well as the criteria for the application and evaluation of requests for the Polk State College Employees Education Fund ((EFF)

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5. Service Awards

The President will establish a program to provide for the granting of recognition to individuals who have served the College in a distinguished manner or who have brought distinction to the College through their noteworthy accomplishments. The President is authorized to make these awards and to have them acknowledged by the Board.

6. Definitions

The District Board of Trustees abides by the definitions given below for terminology used in other rules relating to college personnel issues.

College Personnel or Employees-Persons employed by the College.

- a. **Administrative Personnel**-All personnel covered in the Administrative section of the Salary Schedule.
- b. **Career Personnel**-All personnel covered by the Career section of the Salary Schedule.
- c. **Instructional Personnel**-All personnel covered by the Instructional section of the Salary Schedule.
- d. **Professional/Technical Personnel**-All personnel covered by the Professional/Technical section of the Salary Schedule.
- e. **Student Employees**-All student assistants employed through the Student Worker program.
- f. **Work Study Students**-All work study students employed through the Student Financial Aid program.
- g. **Full-Time Employees**
 - i. **Administrative, Career and Professional/Technical**-scheduled to work forty (40) hours or more per week.
 - ii. **Instructional - Professor** - Workload is measured in Academic Accounting points. Sixty (60) Academic Accounting points plus or minus two (2) points in Terms 1 and 2 and twenty-four (24) points plus or minus two (2) points in Term 3 or Term 4, if assigned, plus office hours, committee assignments, and meetings. Points are not allocated for office hours or related student contact hours. Instructors with a full teaching load are expected, however, to provide a minimum combined total of twenty-

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five (25) hours per week available to students, exclusive of overload teaching contact hours. Full-time instructors whose regular assignments include responsibilities in addition to those of classroom instruction, laboratory supervision or other direct instructional activity will maintain a sufficient number of posted office hours per week to ensure proportionality to their assigned teaching hours. (Ref. PSC Procedure 1006.)

- h. **Part-Time Employees-** Employees scheduled to work less than forty (40) hours per week
- i. **Temporary Employees**
 - i. **An employee not under contract-Employment is** for a specified period of time and a termination date will be set at the time of employment.
 - ii. **An employee under contract-Employment is** for a specified period of time and is less than the period normally assigned to a full-time employee in a corresponding assignment.
 - iii. **Substitute-**Employee who replaces a full-time, temporary or part-time employee for a restricted period of time because of the primary employee's absence from their duties and responsibilities
- j. **New – Employees with less than six (6) months of service who are in the prescribed orientation period.**
- k. **Regular** – Employees who have completed the six (6) month orientation period
- l. **Retired Employees** – Employees are considered to be retired if they draw retirement benefits under the State Teacher's Retirement System, The State and County Officers and Employees Retirement System, or the Florida Retirement System.
- m. **Exempt** – Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and State law and who are exempt from overtime pay requirements.
- n. **Non-exempt** – Employees whose positions do not meet FLSA and State exemption tests and who are paid a multiple of their regular rate of pay for hours worked in excess of forty (40) per week.

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History: Adopted: December 23, 1974;
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