

**SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES POLICIES**

**POLICY NO.** 5.11

**TITLE:** SUBSTITUTE PERSONNEL

**LEGAL AUTHORITY:** FLORIDA STATUTES: 1001.02, 1012.855  
STATE BOARD OF EDUCATION RULE 6A-14.0411

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR  
ADMINISTRATIVE SERVICES/  
HUMAN RESOURCES

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The president is authorized to utilize substitute personnel.

- A. Full-time faculty may substitute for other instructional personnel at times and places approved by their supervisor.
- B. Qualified persons may be employed by the College on a part-time basis as substitutes.

**HISTORY: Last Reviewed 11/12/19**

**Issued by District Board of Trustees:** 8/10/84  
**Reviewed:** 7/1/04, 7/1/07, 7/22/09, 6/27/12, 11/12/19  
**Revised:** 12/19/01