



OFFICE OF THE PRESIDENT

Item 6.1.1

PRESENT TO BOARD: FEBRUARY 21, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: POLICY DEVELOPMENT: POLICY 5.22 WORK SCHEDULES

Approval is requested to revise current DBOT Policy 5.22, Work Schedules, by updating the policy to clarify scheduling of office hours for instructional faculty, particularly for those teaching online courses. Providing a schedule of online office hours in proportion to online coursework as part of a faculty load is beneficial to students who are taking online courses. Many students taking online courses have difficulty coming to campus to meet with an instructor in an office setting, but feel comfortable doing so online. State Board of Education rule allows for flexibility as stated below:

6A-14.0491 Instructional Personnel – Availability to Students.

Each Florida College System institution board of trustees shall establish a policy on the availability of instructional personnel to students. The policy shall require full-time instructional faculty to schedule a minimum total of twenty-five hours per week for classroom contact hours and office hours as adjusted for assignments during non-traditional academic terms and non-traditional delivery. The policy shall require that the schedule of these hours to be publicly posted. Full-time instructional faculty shall be available to students during these posted hours according to the policy of the local board of trustees. Part-time faculty shall be available to students as prescribed by board policy.

Rulemaking Authority 1001.02(1), 1001.64(18) FS. Law Implemented 1001.64(18) FS. History–New 7-20-04.

Both the current and revised policies are provided to illustrate the recommended changes.

SUGGESTED MOTION:
Move to approve the revisions to current DBOT Policy 5.22 as presented.

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

POLICY NO. 5.22

TITLE: WORK SCHEDULES

LEGAL AUTHORITY: FLORIDA STATUTE 1001.64 (18)
STATE BOARD OF EDUCATION RULE 6A-14.0491

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

The president is authorized to establish work schedules for college employees, in accordance with the following provisions:

1. The standard workweek for full-time college employees shall be 40 hours of work performed in a period of seven consecutive days, scheduled to meet the needs of the college.
2. A minimum of two and one-half hours, one-half hour per day, for meals is provided in addition to and during the scheduled workweek.
3. The 40 hour workweek for full-time instructional faculty shall include a minimum of 25 hours per week to include classroom and laboratory hours and scheduled office hours available to students. Full-time instructors teaching in clock-hour programs exceeding 25 hours per week shall schedule office hours by appointment as needed in addition to their assigned clock-hour instructional program. The classroom and laboratory contact hours and scheduled office hours must be scheduled at the assigned instructional site. Classroom contact hours and office hours may be adjusted for assignments during non-traditional academic terms and non-traditional delivery.
4. Counseling and library faculty shall schedule 40 hours to provide service to students and the public.
5. Part-time faculty shall schedule time available to students.
6. The regular work schedule for an individual employee or groups of employees may be changed to provide for the orderly and efficient operation of the college and maximum service to students and the community it serves.

HISTORY: Last ~~Reviewed~~ Revised ~~XX/XX/XX~~

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/1/04, 7/1/07, 6/27/12

Revised: 3/17/88, 1/22/02, 9/23/09, xx/xx/xx

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