

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5222

TITLE: STAFFING: USE OF PART-TIME AND ADJUNCT PERSONNEL

BASED ON POLICY: 5.22 WORK SCHEDULES

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

I. Purpose:

The purpose of this procedure is to establish guidelines for governing the use of part-time and adjunct personnel to meet the College's staffing needs

II. Procedure:

- A. Career service: Personnel employed on a part-time basis in a career service position shall work no more than 30 clock hours within any 40-hour workweek. Exceptions shall be approved on a case-by-case basis by the appropriate vice president. No part-time employee shall be routinely scheduled to work more than 35 hours per week.
- B. Instructional Aides: Personnel employed as instructional aides or learning lab specialists are part-time, temporary employees who are hired on a term-by-term basis contingent upon program enrollment and should work no more than 30 clock hours within any 40-hour workweek. Exceptions shall be approved on a case-by-case basis by the appropriate vice president. No instructional aides or learning lab specialists shall be routinely scheduled to work more than 35 hours per week.
- C. Faculty: Personnel employed as adjunct faculty in college credit programs shall be limited to a maximum of three classes per term. Clock hour program adjunct faculty shall be limited to 30 hours maximum per week. Exceptions shall be approved on a case-by-case basis by the vice president for academic affairs and student services.

HISTORY: Last Revised: 10/6/20

Adopted: 9/17/90

Reviewed: -

Revised: 2/6/02, 6/1/05, 12/9/09, 10/6/20