


ADMINISTRATIVE PROCEDURE MANUAL			
	SECTION TITLE	NUMBER	PAGE
	SELECTION OF TEMPORARY NON-INSTRUCTIONAL PART-TIME PERSONNEL	03-0307	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISIED	
	6Hx7-3.3 Pay Plan	December 18, 2024	

Purpose

The purpose of this procedure is to establish the process and authority for the selection of temporary non-instructional part-time personnel.

Procedure

- A. Temporary part-time personnel are defined as personnel employed directly by the College on an as-needed basis receiving an hourly rate of pay and receiving no employee benefits. A search committee is not required to hire a temporary part-time employee nor is the position required to be advertised.
- B. The supervising administrator is authorized to recommend the employment of temporary part-time non-instructional personnel to meet College needs, providing the requesting administrator's budget supports the position and a position is available, subject to approval by the supervising Vice President.
- C. The supervising administrator is responsible for ensuring that temporary part-time career, professional or administrative personnel recommended for employment meet the minimum requirements of the position.
- D. If the position is not advertised, the supervisor is responsible for completing the appropriate personnel action form.
- E. Candidates shall complete an employment application, submit to pre-employment requirements for criminal history background reviews, drug screening (if applicable) and reference checking and have the results received and reviewed before commencing employment. Candidates shall be screened through the E-Verify system, or functional equivalent. Upon completion of all approvals, the Human Resources Talent Acquisition team member will notify the employee of the beginning date of employment and shall inform the person when to report to the Office of Human Resources to complete employment paperwork. The employee must bring their social security card or, if unavailable, the receipt of application for a social security card. In the event the selected employee does not provide this information within the first three (3) days of employment, the Chief Human Resources Officer, or designee, may suspend the employee's employment until the appropriate information is provided.
- F. Temporary part-time employees are not required to attend Onboarding. The hiring administrator assumes the responsibility for ensuring the employee is informed of all relevant College rules, procedures and programs.

REFERENCES: F.S. 1001.64, 1001.65, 1012.855

Adopted Date: November 2, 1987

Revision Date: January 7, 2003, November 13, 2012, July 29, 2014, November 21, 2016, December 18, 2024