

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Employment	<u>Number</u> 6Hx20-4.029
Legal Authority: Law Implemented:	s. 1001.01, 1001.64, 1012.83, 1012.885, 1012.886 Fla. Stat.	<u>Page</u> Page 1 of 2

1. The District Board Of Trustees approves all full-time employment (including reappointments) and grants authority to the President to issue contracts and other employment agreements. The President shall establish procedures for the recommendation of individuals for employment.
2. The President within limitations of budgets, federal funds, and other special sources of revenue, and in accordance with the College policies, procedures, and approved salary schedules, is authorized to employ:
  - a. Full-time instructional personnel for additional employment
  - b. Part-time, temporary, or substitute personnel to carry out the functions of the College
  - c. Career Service and Administrative level employees and student assistants.
3. The President shall authorize the temporary appointment of employees until approval by the Board of Trustees has been granted at the next scheduled Board meeting.
4. The President is authorized to promote, transfer, demote, suspend, terminate, and affect other personnel actions subject to subsequent Board approval.
5. The President is authorized to reclassify an established position from one class to a different class. Reclassification may result from changes in the duties and responsibilities of the position, a redistribution of work assignments that significantly alter the duties and responsibilities of a position or revisions of class specifications.

Types of employment agreements:

A. Annual contracts/appointments

1. Formal contracts shall be issued to full-time administrators, including the President, in accordance with Florida Statutes and State Board of Education Rules.
2. Full-time career service staff shall be appointed to a period not to exceed 12 calendar months within a fiscal year, subject to annual reappointment. Career service employees serve a one-

year probationary period and shall be employed beyond that period based on their satisfactory performance. Career service employees are at-will employees.

3. A contract or employment agreement for employees on an annual contract/appointment shall not create the expectancy of employment beyond the term of the contractor appointment. Non-renewal of a contract shall not entitle the person to the reasons for non-renewal or to a hearing in accordance with Florida Statutes and State Board of Education rules.

**B. Continuing contracts for full-time faculty**

Faculty contracts are governed by the terms of the Collective Bargaining Agreement.

**C. Contracts for Instructional Personnel in Grant and Special Programs**

Instructional personnel in grant and special-funded programs may be issued annual contracts relative to the terms of the grant or special-funded program. The Board may establish full-time faculty positions that are not eligible for continuing contracts when funding for such positions is temporary or uncertain. Employees in grant or special-funded programs shall not be guaranteed further employment beyond the duration of the contract or special funding source.

**D. Part-time Employment**

Employees filling regularly established and temporary part-time positions (including adjunct instructor positions) serve at the will of the College and have no continuing employment agreement rights.

History: Adopted 1/17/2023

President's Signature:

Date: 1/17/2023

