



Responsible Official:  
Vice President, Organizational  
Development and Human Resources

Specific Authority: 1001.64, F.S.  
Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

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## Definition of Full-Time Employment - Instructional and Administrative Employees

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### Policy Statement:

- I. Personnel will be classified as full-time employees if filling established positions requiring the following minimum days per year and hours of work per week during the normal contractual period, unless otherwise approved by the District Board of Trustees.

	Category	Minimum Days Per Year	Minimum Hours Per Week
1.	2-, 4-, or 8-month temporary non-tenure earning position (teaching faculty)	The number of work days in the academic sessions	35
2.	10-month position (teaching faculty)	194	35
3.	12-month position (other faculty, professional employees, and administrators)	228	40

- II. Employees not filling established positions as defined above will be classified as part-time employees.

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**Procedures:**

None

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**Related Documents/Policies:**

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**Policy****History:**

Adopted 1-19-83; Amended 7-11-84; Amended 11-18-92; Repealed 11-2-16; Formerly 6Hx28:08-03

Repealed