

ADMINISTRATIVE PROCEDURE MANUAL			
SECTION TITLE	NUMBER	PAGE	
SELECTION OF TEMPORARY PART-TIME PERSONNEL	03-0307	1 OF 1	
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED	
6Hx7-3.3 Pay Plan		November 21, 2016	

Purpose

The purpose of this procedure is to establish the process and authority for the selection of temporary 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 hiring committee is not required to hire a temporary part-time employee.
- B. The supervising administrator is authorized to recommend the employment of temporary part-time 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 administrative, professional, career and instructional personnel recommended for employment meet the minimum requirements for the responsibility or specific field of instruction.
- D. The supervisor is responsible for completing the Recommendation to Hire form in myFSCJ before the first day of employment.
- E. Upon completion of all approvals, the hiring administrator will notify the employee of the beginning date of employment and shall inform the person to report to the Office of Human Resources on his/her first day of employment to complete employment paperwork. The employee must bring his/her 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