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6Hx23-1.01 DEFINITIONS

- I. Acting—A person appointed to a budgeted position for a stipulated period of time. An acting appointment may be made when one or more of the following conditions are met:
 - a. the person may or may not meet all the requirements of the position;
 - b. there is inadequate time to conduct a full search;
 - c. the position may not be needed beyond a limited period of time;
 - d. other extenuating circumstances.

Such persons may receive benefits offered by the college.

- II. Adjunct Teaching Faculty—Teaching faculty hired on a temporary part-time basis.
- III. Administrative Personnel—Administrative personnel shall mean any person designated by the Board as administrative.
- IV. Board—The Board of Trustees, St. Petersburg College.
- V. Budget Supervisor - One who has been appointed to manage a program or department and who has been given signature authority over one or more departmental or program budgets. A budget supervisor is directly responsible for his or her established budget amount(s), as approved by the President's Cabinet. This responsibility includes controlling the budget through monitoring the expenditure of budgeted funds within established purchasing procedures, including properly approved and executed contracts as needed. Only the approval of the budget supervisor or designee is required for an expenditure of funds from an operating budget. Approval of the budget supervisor and the supervisor's cabinet member is required for an expenditure of funds from a capital equipment budget.
- VI. Budgeted Employee—One who fills a position which is in the college budget approved by the Board of Trustees.

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- VII. Career Service Personnel—These employees shall include employees of the college other than administrative/professional and instructional personnel. The general categories are exempt (technical and supervisory personnel) and non-exempt, as defined by the Fair Labor Standards Act.

- VIII. College Personnel or Employees—College personnel or employees shall mean any certificated or noncertificated person employed by the Board.

- IX. Contact Hour—A fifty (50) minute period of instruction.

- X. District Office—The district-wide administrative offices in Pinellas Park.

- XI. Equated Credit Hour (ECH)—A unit of value assigned to instructional or other duties for persons on instructional or supplemental contracts.

- XII. Faculty—Faculty shall mean any person listed as instructional, professional or administrative and/or paid from either the instructional salary or the administrative-professional salary schedules.

- XIII. Full-time Position—A budgeted position which is to be filled requiring the normal hours per week for that classification.

- XIV. Grant Position—A position funded through a restricted contract or grant or special project, or special funding which may be limited in duration and/or funding. Employment contracts issued to persons employed in grant positions do not fall under the provisions of BOT Rule 6Hx23-2.21 or BOT Rule 6Hx23-2.22, nor are persons in such positions eligible for a continuing employment contract.

- XV. Instructional Personnel—Instructional personnel shall mean any person required to be certificated by the Board in an instructional capacity which includes counselors and librarians.

- XVI. Non-Probationary Status—The employment status of career service employees who successfully complete a probationary period and who continue to fill a budgeted position contingent upon

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satisfactory performance and the continued existence of the position.

- XVII. Occupation or Occupational—The word "occupation" or "occupational" as used in this manual shall be interchangeable with the word "vocation" or "vocational."
- XVIII. Part-time Position—A budgeted position which is to be filled requiring fewer than the normal hours per week for that classification, but at least twenty (20) hours per week.
- XIX. Percent of Load—Percentage of equated credit hours as a portion of a normal equated credit hour load.
- XX. Policy or Policies—The word "policy" or "policies" as used in this manual shall be interchangeable with the word "rule" or "rules."
- XXI. Professional Personnel—Professional personnel shall mean any person on the College staff who exercises limited or no supervisory functions, and who receives an administrative contract.
- XXII. Supplemental Contracts—Teaching contracts issued to regular employees for duties beyond their regular contracts.
- XXIII. Teaching Faculty—Teaching faculty shall include instructors, counselors and librarians.
- XXIV. Temporary Employee—An employee who is hired to perform a task for a short period of time. [See 6Hx23-2.02(15)]

Specific Authority: 1001.02(1) & (9), 1001.64(2) & (4), 1004.65, F.S.
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