



Policy No. 7000

**EMPLOYMENT OF PERMANENT PART-TIME; AND TEMPORARY & TEMPORARY PART-TIME NON-INSTRUCTIONAL PERSONNEL**

**PERMANENT, PART-TIME NON-INSTRUCTIONAL PERSONNEL SHALL BE EMPLOYED AND ASSIGNED IN ACCORDANCE WITH BOARD POLICIES, RULES AND REGULATIONS, AND WHERE APPLICABLE, FLORIDA STATUTES.**

**TEMPORARY AND TEMPORARY PART-TIME NON-INSTRUCTIONAL PERSONNEL SHALL BE EMPLOYED AND ASSIGNED IN ACCORDANCE WITH BOARD POLICIES, RULES AND REGULATIONS, AND WHERE APPLICABLE, FLORIDA STATUTES.**

**I. Rule**

- A. Permanent part-time Non-Instructional personnel shall conform to the requirements of the Hiring Procedures Policy and applicable Non-Instructional recruitment procedures.
- B. Permanent part-time Non-Instructional personnel are eligible to join a union.
- C. Permanent part-time Non-Instructional personnel must be assigned an allocated position to be eligible for retirement benefits.

**II. Rule**

- A. Temporary and Temporary part-time Non-Instructional employees shall conform to the applicable requirements of the Hiring Procedures and applicable Non-Instructional recruitment procedures.
- B. Temporary employees shall not be eligible for paid holidays, vacations, sick leave, retirement, or joining a union.
- C. Six (6) months shall constitute the maximum period an employee may be kept on temporary status except under exceptional situations approved by the Division of Human Resources & Equity or Designee.

Policy Custodian: Talent Acquisition & Operations (Non-Instructional)

Former Policy Number: 4104 and 4105

Policy Status [Active/Inactive]: Active

Authority: F.S. § 230.22 (1) (2)

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