

**TEMPORARY HOURLY INSTRUCTIONAL PERSONNEL IN CAREER, TECHNICAL, ADULT AND COMMUNITY EDUCATION PROGRAMS**

EMPLOYMENT OF TEMPORARY HOURLY INSTRUCTIONAL PERSONNEL IN CAREER, TECHNICAL, ADULT AND COMMUNITY EDUCATION PROGRAMS SHALL BE APPROVED, ASSIGNED AND PAID IN ACCORDANCE WITH THE RULES.

AUTHORITY: 1001.41  
1012.39

POLICY ADOPTED: 5/3/84

AMENDED POLICY ADOPTED: 4/23/91, 9/9/08

**RULES**

1. Application procedures shall be in accordance with School Board policy.
  - a. Each applicant must meet all of the security clearance requirements of the School Board and be cleared to teach.
  - b. Each applicant must meet all School Board/Department of Education certification requirements for the course(s)/program(s) for which they are being employed.
2. The principal (or administrative designee) shall recommend for employment only persons who have completed all requirements for the recommended position. The conditions of employment listed herein apply only to those instructional personnel employed on a temporary hourly basis to teach courses on a term to term basis and contingent upon student enrollment and/or to provide temporary-hourly instructional support (**temp hourly subs**) to programs in post-secondary career, technical, adult and community education programs (fee support).
3. Temporary hourly instructional personnel shall have no guarantee or expectation of continued employment and may be terminated at any time.
4. Temporary hourly instructional personnel shall be paid an hourly salary based upon the Board Approved Temporary Salary Schedule.
5. Temporary hourly teaching experience cannot be used toward experience credit on the full-time permanent Teacher Salary Schedule.
6. Temporary hourly instructional personnel shall not be eligible for a continuing contract or for a Professional Service Contract.
7. Temporary hourly instructional personnel are not entitled to fringe benefits including but not limited to credit in the Florida Retirement System for this type of employment.
8. Temporary hourly instructional personnel shall adhere to the resignation policy established by the School Board for instructional personnel.

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