I. PURPOSE

The purpose of this administrative procedure is to provide guidelines for requesting temporary and substitute personnel.

II. PROCEDURE

Requests for temporary personnel shall be made in writing and approved by the President or his/her designee prior to actual employment of temporary personnel.

In cases where a qualified individual is available for temporary assignment, a payroll authorization form submitted and approved to the individual’s employment will serve as a written request.

If qualified applicants do not exist or if the existing pool of applicants is judged to be insufficient, a Request and Justification for State College of Florida, Manatee - Sarasota Personnel form should be completed and submitted for approval. Once approved, the Office of Human Resources will assist in the placement of local advertisement.

Substitute Personnel:

In the event that substitute personnel are needed as a result of the absence of a regular employee, such personnel may be assigned by the appropriate department or division chairman. Compensation of the substitute personnel will be made according to the Board approved salary schedule.

Full-time employees may only be compensated for substitute instruction which occurs outside their normal working hours. In emergency situations such as extended illnesses, a full-time faculty member may amend their work week schedule in order to receive compensation for their substitute teaching services.