

# Policy Manual



<b>Title: Supplemental Positions and Additional Duty Assignments for Administrators and Staff</b>	<b>Number:</b> 6Hx2-3.49
<b>Legal Authority: Fla. Stat. § 1001.64</b>	<b>Page:</b> Page 1 of 2

## GENERAL STATEMENT

In order to support our mission in achieving student success, it is important to have Broward College administrators and staff available to serve students during regular hours; therefore, full-time Broward College administrators and staff may be permitted to engage in supplemental and additional duty responsibilities at the College provided the assignment is approved by the employee's primary supervisor, and will not interfere or negatively affect the employee's ability to perform their primary job responsibilities.

## THE POLICY and THE STAFF

### SUPPLEMENTAL POSITION ASSIGNMENTS

Supplemental Position Assignments available to full time exempt staff, are additional jobs held by the employee beyond their primary full time position. The cumulative total work assigned to these positions may be no more than a total of either (a) nine credit hours (b) 114 contact hours of non-credit courses (c) the equivalent number of contact hours for non-teaching supplemental work (d) an equivalent combination of the aforementioned may be taught/performed in any one term. All assignments must be outside of the expected hours of the employee's primary position.

### ADDITIONAL DUTY ASSIGNMENTS

Additional Duty Assignment Supplements, available to full time staff, address temporary increases in responsibility or significant and substantial duties performed by an individual for a specific period of time. The Additional Duty Supplement is a percentage of the incumbent's base salary earnings for the time frame identified for the supplemental work. The supplement range is 5% to 20%. The percentage is based on the level and type of work being performed. Factors include, but are not limited to: pay grade level of functions; supervision responsibility; reporting structure; percentage of time; internal pay equity; position exemption status; employee's credentials/experience. Final determination of the percentage is at the approval of the Vice President of Talent and Culture or his/her designee.

The Additional Duty Assignment Supplement will be initiated by the department detailing the reason for the request and the additional duties to be performed outside of the scope of the individual's current job responsibilities. The submission will be processed via Workday, the current electronic personnel platform of record and will be submitted through the proper approval chain to the Talent and Culture, Compensation/Classification Division. The requests are to include an Actual Start and End Date. If an end date is not known, the end date must be no later than June 30th of the current fiscal year. If the supplement is deemed "long term" by Talent and Culture, Compensation/Classification Division, an Actual End Date will not be required. The supplement will be reviewed within six months from the start date to ensure the Additional Duty Supplement is still required and warranted. If June 30<sup>th</sup> is before the six month timeframe, the supplement will end June 30<sup>th</sup> and a new request would need to be submitted. All additional duty supplements will cease on June 30<sup>th</sup> unless deemed "long term". Additional Duty Supplement requests for extension beyond one year requires approval of the Vice President of Talent and Culture or his/her designee.

<b>History:</b> <i>Adopted August 27, 2013; Revised April 28, 2015; Revised February 9, 2021, revised on March 28, 2023</i>			
<b>Approved by the Board of Trustees</b>	<b>Date:</b> 03/28/2023	<b>President's Signature</b> 	<b>Date:</b> 03/28/2023

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## THE POLICY and THE STUDENT

Whether face-to-face or online, teaching demands the best from each instructor. Working at a full-time exempt position at the college and teaching classes more than nine credit hours or performing the equivalent may impact the assistance students can receive from their instructor and/or interfere with the employee's primary position.

## THE POLICY and THE FACULTY

The limitation on Supplemental Position Assignments and teaching limits are addressed in the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The United Faculty of Florida* and the *Collective Bargaining Agreement between The District Board of Trustees of Broward College, Florida and Service Employees International Union – Florida Public Services Union; Broward College Chapter*.

## IMPLEMENTATION and OVERSIGHT

It is the responsibility of the employee to limit oneself; however, the Talent and Culture Department in collaboration with the supervisor will ensure that limits and time frames are not exceeded.

## VIOLATION OF POLICY

Policy violations shall be investigated by the Vice President of Talent and Culture and/or his/her designee. Policy violations will result in appropriate disciplinary action up to and including termination.

## DEFINITIONS

**Long Term Additional Duty Supplement** – functions, beyond the scope of the position responsibilities, that are anticipated to extend beyond one year.

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