

# TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

<b>TITLE:</b> Calculation of Hours Worked for Employees in Non-regularly Established Positions (Adjunct, OPS, Professional Services Contract and Work-study)	<b>NUMBER:</b> 04-05 AP2
<b>AUTHORITY:</b> Florida Statute: 1101.64, 1001.65	<b>SEE ALSO:</b> <a href="#">Board Policy 04-46, 05-18, and College Salary Schedule</a>
<b>DATE ADOPTED:</b> 12/10/2014	<b>PAGE:</b> 1 of 2

## A. PURPOSE

To ensure the correct calculation of hours worked for Tallahassee Community College (TCC) employees in non-regularly established positions, including but not limited to, Adjunct, OPS, Professional Services Contract and Work-study Employees.

## B. REQUIREMENTS

All TCC employees in non-regularly established positions will work no more than 25 hours per week, or its calculated equivalent for teaching faculty.

## C. PROCEDURE

**Adjuncts** – Adjunct Employees will be assigned hours worked as outlined below (for more details see attachment “How to Calculate Adjunct Loads (6/11/2013).” Adjunct Employees will work no more than the calculated equivalent of 25 hours per week.

### Calculation (per week) for one period

Total Office hours + Prep and Grading Time + Total Load Hours = Adjunct Loads as Hours.

- Office Hours – will be based on the following chart

Adjunct Faculty Office Hours				
Length of Enrollment	15 weeks	1	1.5	2
	12 weeks	1.25	2	2.5
	10 weeks	1.5	2.25	3
	8 weeks	2	3	3.75
	6 weeks	2.5	3.75	5
	<54	54-66	67-79	

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
ADMINISTRATIVE PROCEDURES**

**Enrollment Numbers**

- Prep and Grading hours will be calculated using the ratio of 2 hours of prep and grading per 3 credit hour class (with adjustments for larger classes)

**OPS** – Other Personnel Services (OPS) Employees will record hours worked on an hour for hour basis on the TCC timesheet, or in the College’s automated time tracking system. OPS Employees will work no more than an average of 25 hours per week during the College reporting period.

**Professional Services Contract** – Professional Services Contract Employees will record hours worked on an hour for hour basis on the TCC timesheet, or in the College’s automated time tracking system. Professional Services Contract Employees will work no more than an average of 25 hours per week during the College reporting period.

**Work-study** - Work-study Employees will record hours worked on an hour for hour basis on the TCC timesheet, or in the College’s automated time tracking system. Work-study Employees will work no more than an average of 25 hours per week during the College reporting period.

**D. RESPONSIBILITY**

Both TCC supervisors and employees are responsible to ensure adherence to the work hour limits outlined within this procedure.