

MANUAL OF PROCEDURES

PROCEDURE NUMBER:	2160	PAGE	1 of 5
PROCEDURE TITLE:	Part-Time Employee Performance Standards		
STATUTORY REFERENCE:	FLORIDA STATUTE 1001.64		
BASED ON POLICY:	II-2 All Personnel: Personnel Actions and Levels of Appeal		
EFFECTIVE DATE:	July 1, 2013		
LAST REVISION DATE:	N/A		
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I. PURPOSE

To provide college-wide performance standards for all part-time instructional and non-instructional employees. All part-time personnel occupy positions that are classified as temporary in nature and therefore their employment is legally referred to as “at will”. This means that the part-time employee or the College may terminate the employment relationship at any time for any legal reason. All part-time employees are expected to become familiar with this procedure.

II. GENERAL INFORMATION

- A. Part-time employment is limited to no more than 25 hours per week. College guidelines preclude part-time employees from working in excess of a total of 25 hours per week College wide in combined part-time assignments.
- B. Part-Time Instructional Personnel
 1. Individuals are hired as part-time instructional personnel (adjunct instructor) on a semester-by-semester basis only and are not issued personal service agreements or contracts. There is no requirement or expectation that the College re-employ a part-time instructional employee after the conclusion of the assigned semester.
 2. Information concerning employment as a part-time instructor and procedures to facilitate payment for teaching credit, vocational and non-credit courses on a part-time or substitute basis may be found at <https://www.mdc.edu/procedures/Chapter2/2153.pdf>
 3. Compensation practices for adjunct instructors can be located at <https://www.mdc.edu/procedures/Chapter2/2832.pdf>

C. Part-Time Non-Instructional Personnel

1. Individuals hired as part-time non-instructional personnel fill temporary assignments of no more than one year and are therefore legally referred to as “at will” employees. Such assignments expire at the end of each fiscal year (June 30). There is no requirement or expectation that the College continue the employment of a part-time non-instructional employee after the conclusion of the fiscal year.
2. Information regarding Pay for Non-Exempt Employees is available at: <https://www.mdc.edu/procedures/Chapter2/2651.pdf>
3. Further details regarding Compensation Practices for Non-Instructional employees can be located at <https://www.mdc.edu/procedures/Chapter2/2831.pdf>

III. PERFORMANCE STANDARDS

- A. Performance levels for part-time personnel are monitored on a continuous basis. Performance standards are established by the department, based upon the approved job descriptions established by Human Resources and the College-wide standards stated below. Supervisors/managers are required to explain performance expectations to employees. This procedure provides the College’s expectations of performance for part-time employees and indicates the consequences for employees who do not meet those expectations. These work rules apply to all part-time personnel of the College.

When corrective measures are necessary to improve performance, the supervisor shall initiate appropriate disciplinary measures, warning the employee that immediate improvement is expected.

The College administration is committed to pursuing fair and objective means to correct and improve employee performance and applying disciplinary actions in an open, uniform, non-discriminatory manner.

The administration of the performance standards and any action that may result from the administration of these standards are the responsibility of the Vice Provost of Human Resources or designee. The performance standards are published on the Human Resources’ web site at www.mdc.edu/hr. The notice shall advise the employee that he/she is required to comply with the standards of performance outlined herein and that failure to comply with these performance standards may result in disciplinary action, up to and including termination of employment. Each employee shall sign a document acknowledging receipt of this notice, which shall be placed in the employee’s official Human Resources employee file.

- B. Standards of Conduct/Work Rules: To provide an orderly and reasonable approach to the supervision of part-time employees, the College has established in writing, rules and guidelines, along with policies and procedures for part-time employees which serve as minimal standards of performance.
1. Summarized below are representative offenses that may lead to disciplinary actions and/or possible termination. This list is not all-inclusive of every offense that may lead to disciplinary action and/or termination:
 - a. Willful violations or disregard for safety; fire, traffic or parking violations.
 - b. Smoking at a time or place where smoking is not authorized.


- c. Wasting work time or being out of the work area without permission.
 - d. Solicitation of employees on College premises for membership in, or donations for, organizations without the specific approval of the College President.
 - e. Posting of notices, circulation or distribution of literature or articles of any kind on College premises without the specific approval of the College President or designee.
 - f. Acts that disrupt or interfere with the administration or functions of the College.
 - g. Repeated tardiness or absenteeism; absences without reasonable cause and failure to notify the College of absence within one (1) hour of the start of the scheduled work period. An employee may be docked for a fractional part of a day for tardiness.
 - h. Failure to inform the supervisor when leaving a work station.
 - i. Repeatedly leaving the work station for excessively long periods.
 - j. Negligence: failure to exercise due care and reasonable diligence in the performance of job duties; careless use of College property, unsatisfactory production or incompetence.
 - k. Threats, pressure or physical action against another employee or group of employees.
 - l. Refusal to maintain standards of dress, personal grooming or cleanliness which are deemed reasonable and safe for the position held.
 - m. Charging personal telephone toll calls to the College's account.
 - n. Failure to immediately report an on-the-job personal injury or damage to College property.
 - o. Loafing during assigned duty hours. The first offense will result in a three (3) day suspension. A second offense may result in termination.
 - p. Willful violation or disregard of State Statutes, State Board of Education Rules or College policies and procedures.
 - q. Conduct unbecoming a College employee, including a failure to be courteous, considerate, respectful to students, the public or other employees.
2. Summary Termination: The following are representative causes for immediate termination of employment. They are not listed in order of severity. This list is not all-inclusive of every cause of immediate termination of employment.
- a. Theft and pilferage: Unauthorized removal or possession of property belonging to or in the care of the College.
 - b. Committing acts of violence: Fighting or improper or immoral conduct on College premises.
 - c. Insubordination: Refusal to perform work as directed or willful neglect of duty.
 - d. Sleeping during assigned work hours: This violation will normally result in termination.

- e. Gambling or conducting other games of chance on College premises.
- f. Possession or use of intoxicants or illegal drugs or other illegal substances on College premises.
- g. Loaning or permitting the duplication of College keys (metal, electronic or otherwise) or any means of access to College facilities provided to employees by the College.
- h. Possession of firearms, weapons of any kind without and Florida Department of Law Enforcement permit or explosive materials on College premises.
- i. Conduct outside the College of a criminal, dishonest or immoral nature; habitual use of intoxicants; drug addiction; moral turpitude or conduct likely to reflect unfavorably upon the College. In addition, failure to report arrests and/or convictions.
- j. Manipulation of computer data banks by providing false input causing additions, deletions, changes, omissions or removal of computer data.
- k. Falsification of time cards or time sheets or other methods used to track time and attendance.
- l. Falsification of personnel, medical or other records; omission of pertinent facts or giving false testimony.
- m. Improper or unauthorized use of College property or equipment.
- n. Use of official position for direct or indirect personal gain or advantage for oneself or one's family. This is considered a conflict of interest by the College.

C. Disciplinary Actions

1. When a situation occurs which requires corrective measures, prompt action is essential. The type of action that will be taken will depend upon the facts of the case. The following information is designed to provide a brief overview of the options available to supervisors based on employee performance.
 - a. Verbal Counseling: This action should be taken to correct substandard performance when the rule(s) infraction is of a minor nature or is the first occurrence for the employee. Supervisors should be able to recognize a problem when it begins to develop and counsel the employee. Counseling should be constructive and done with a primary view toward helping the employee correct the performance area. Documentation regarding such counseling is to be kept by the immediate supervisor.
 - b. Written Reprimand: This action should be applied to repeated rule violations sufficiently severe to warrant a written reprimand on the first offense. The reprimand should state that the employee may be subject to more severe disciplinary action up to and including termination of employment in the event of future violations. A copy of the reprimand should be provided to the employee and should be included in the employee's Human Resources file.

- c. Relief of Duty: In general, when an employee has been alleged to have engaged in an egregious act or the College wishes to conduct an investigation of serious allegations, this action is taken, with the prior approval of the Vice Provost for Human Resources or designee.
 - d. Termination of Employment: This action is taken as a result of a serious rule violation or repeated and/or persistent violations of the Part-Time Employee Performance Standards. Discharged employees should be advised in writing of the reasons for their termination. This action requires the approval of the Vice Provost, Division of Human Resources or designee. The official notice of termination will be issued by the Area Head or designee with a copy forwarded to the Vice Provost of Human Resources or designee, and documented in the employee’s Human Resources file.
2. Such disciplinary actions are designed to correct poor performance and should be reasonably spaced to allow the employee to take corrective action. Disciplinary action does not always follow a particular sequence or progression. Additionally, acts that are egregious or repeated and/or persistent may be cause for immediate termination.

	
6/11/2013	
PRESIDENT	DATE