

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-4001 Employment Classification

This section of the Regulations Manual, numbered in the 3-4000s, contains regulations applicable to one or more groups of NCF employees. Provisions of this section are subject to collective bargaining agreements. To the extent this section contradicts or is inconsistent with a ratified collective bargaining agreement, the collective bargaining agreement will be the controlling authority for those covered employees.

- (1) The Board of Trustees is responsible for establishing and the president is responsible for administering and maintaining the personnel programs. The president may delegate the authority and responsibility for personnel actions within the area for which the designee is responsible.
- (2) College employment consists of the following defined classes of employment:
 - (a) Executive Service Employees: Executive Service positions ordinarily report directly to the President, unless otherwise specified, and may include the vice presidents and other positions responsible for policy-making at the executive level. Employees in the Executive Service serve at the will of the President; however, faculty members who serve in positions designated as Executive Service shall retain their earned tenure as a faculty member.
 - (b) Faculty employees: Assigned the principal responsibility of teaching, research, or public service activities or for administrative responsibility for functions directly related to the academic mission.
 - (c) Administrative and Professional Employees (A&P): A & P employees are assigned administrative and management responsibilities or professional duties.
 - (d) University Support Position Services Employees (USPS): USPS employees include positions assigned paraprofessional, clerical, secretarial, technical, skilled crafts, service, or maintenance duties.
 - (e) Other Personnel System Employees (OPS): OPS positions are temporary, not established positions. OPS employees receive no annual leave, sick leave, or other employment benefits beyond salary.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001

History: Adopted 01-28-04, as Rule 6C11-8.001; Revised and renumbered 09-11-10; Revised 03-11-17 (technical amendment)