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| **Procedure Title:**  **Procedure Number:**  **Originating Department:** | Work Performed During Scheduled College Closings  05-0508  Office of Human Resources |
| **Specific Authority:**  Board Policy  Florida Statute  Florida Administrative Code  **Procedure Actions:**  **Purpose Statement**: | 6Hx6:5.02  n/a  Adopted: 11/XX/19  To establish responsibilities and compensation procedures when employees of FSW perform work during scheduled closings as listed in the Official College Calendar. This includes non-duty days and paid holidays. |

**Guidelines:**

FSW, as a vibrant institution within the SWFL community, may engage FSW employees to work at a variety of college sponsored and non-college sponsored events and activities on non-duty days. and paid holidays. This COP seeks to establish payment practices for these circumstances.

**Procedures:**

1. Normal work performed at the request of a supervisor during scheduled breaks/non-duty days (i.e., IT doing server work, facilities repairing/upgrading areas, Public Safety doing routine campus security, FSW sponsored events/athletics, etc.)
   * 1. **Exempt employees -** will receive payment equivalent to their regular daily rate pro-rated for hours actually worked. In order to be paid, an electronic Personnel Action Workflow will need to be completed for all exempt employees.
     2. **Non-exempt (hourly) employees** – will receive pay at their regular hourly rate up to 40 hours and 1.5 times their hourly rate of pay for hours actually worked over 40 hours in a pay week. In order to be paid, non-exempt employees must complete a time card.

1. Work performed, for non-FSW sponsored events, at the request of a supervisor during scheduled breaks/non-duty days (i.e., City of Palms Tournament, Home Shows, Bridal Fairs, other contracted events, etc.)
   * 1. **Exempt employees** - will be paid a stipend of $35/hr. or $25/hr., based on the level of work as determined by the supervisor, for hours actually worked.
     2. **Non-exempt (hourly) employees –** will be paid 1.5 times their hourly rate of pay for all hours actually worked.
     3. **Public Safety Officers** - will receive detail pay of $40/hr. for all hours actually worked. **Public Safety Technicians** – will receive detail pay of $30/hr. for all hours actually worked.
     4. **Payment** - In order to be paid for the situations listed in Section B above, an Electronic Personnel Action Workflow will need to be completed for all employees.