

## College Operating Procedures (COP)



**Procedure Title:** Holiday Pay & Pay for Non-Duty Days  
**Procedure Number:** 05-0503  
**Originating Department:** Office of Human Resources

**Specific Authority:**

Board Policy n/a  
Florida Statute  
Florida Administrative Code

**Procedure Actions:** Adopted: 4/23/92; 7/1/00; 11/3/04; 12/2/08; 02/16/10; 11/1/10; 02/24/14; 11/19/2020; 6/21/2021; 08/02/2021; 07/01/2022; 08/14/2023

**Purpose Statement:** To establish how College employees are paid for working on holidays, non-duty days and/or scheduled College closings.

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### 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 or paid holidays. This COP seeks to establish payment practices for these circumstances.

#### I. Holiday Pay

Florida SouthWestern State College observes most holidays. The holidays, considered a scheduled College closing, may be designated as either unpaid non-duty days (HND) or a paid non-working duty days (HPD). Holidays may fluctuate from year to year, refer to the college calendar posted on-line for designated holidays.

- A. Holidays that occur on Saturday are observed on the preceding Friday and those that occur on Sunday are observed on the following Monday.
- B. College sponsored events (including FSW athletic games) or emergency related incidents that occur on a paid holiday that requires staff to work (HPD):

- i **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.

- ii **Non-exempt (hourly) employees** – will receive pay at 1.5 times their hourly rate of pay for hours actually worked. In order to be paid, non-exempt employees must report hours worked on their time sheet.
      - iii If a holiday occurs during a period of paid sick or vacation leave, the individual is not charged sick or vacation leave for that day (excludes members of the FSUPD that are eligible for part C or D below).
  - C. Non-exempt employees of the Florida SouthWestern Police Department (FSUPD) that work on the actual holiday (excluding Veteran's Day and Friday after Thanksgiving) shall be paid at 1.5 times their hourly rate.
    - i Shifts that begin **or** end on a holiday (evening shift) shall be paid for the entire shift and will only be calculated once for any given holiday (i.e. evening shift will receive holiday pay for one full shift per holiday).
    - ii Shifts that begin **and** end on a holiday shall be paid for all hours actually worked.
    - iii When an employee is normally assigned to work a holiday and the employee is granted the day off, the employee must use the appropriate leave.
  - D. Non-exempt employees of the FSUPD who do not work on the actual holiday (including those on approved vacation, sick, holiday or personal leave) (excluding Veteran's Day and Friday after Thanksgiving) shall receive holiday time equal to the regular shift hours which may be used at a later date as approved by the supervisor. This leave is not paid out upon separation from employment.

## II. Non-Duty Day Pay

Non-duty days refer to scheduled college closings such as the holiday break, spring break and holidays (refer to the college calendar for holidays designated as a non-duty day). Non-duty days are not calculated as part of an employee's regular salary (except for FSUPD) and will be considered additional compensation.

- A. Normal work performed at the request of a supervisor (excluding FSUPD) during scheduled breaks/non-duty days i.e., IT performing server work/upgrades, facilities repairing/upgrading areas, staff supporting FSW sponsored events such as athletics or student support services staff preparing for upcoming terms.
  - i **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.
  - ii **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.

- B.** Work performed, for non-FSW sponsored events, at the request of an event supervisor during scheduled breaks/non-duty days (i.e., City of Palms Tournament, Home Shows, Bridal Fairs, other contracted events, etc.)
- i. Exempt employees** - will be paid a stipend of \$35/hr. or \$25/hr., based on the level of work as determined by the event supervisor, for hours actually worked.
  - ii. Non-exempt (hourly) employees** – will be paid 1.5 times their hourly rate of pay for all hours actually worked.
  - iii. Campus Police Officers** - will receive detail pay of \$50/hr. for all hours actually worked. **Community Service Technicians** – will receive detail pay of \$40/hr. for all hours actually worked.
  - iv. Payment** - In order to be paid for the situations listed in Section B above, Auxiliary submits an approved spreadsheet to the Payroll office within one week after every event. The spreadsheet shall contain name of event, employee name, employee type, dates worked, hours to be paid and labor distribution to be charged.