

College Operating Procedures (COP)



Procedure Title: Work Performed During Scheduled College Closings
Procedure Number: 05-0508
Originating Department: Office of Human Resources

Specific Authority:
Board Policy 6Hx6:5.02
Florida Statute
Florida Administrative Code n/a

Procedure Actions: Adopted: 11/27/2018

Purpose Statement: To establish responsibilities and compensation procedures when employees of Florida SouthWestern State College (FSW) perform work during scheduled closings. 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:

- A.** 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.)
 - a. Exempt employees** - will receive payment equivalent to their regular daily rate pro-rated for hours actually worked. In order to be paid, a Personnel Action Form (PAF) will need to be completed for all exempt employees.
 - b. 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 a supervisor during scheduled breaks/non-duty days (i.e., City of Palms Tournament, Home Shows, Bridal Fairs, other contracted events, etc.)
 - a. 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.
 - b. Non-exempt (hourly) employees** – will be paid 1.5 times their hourly rate of pay for all hours actually worked.
 - c. 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.
 - d. Payment** - In order to be paid for the situations listed in Section B above, a Personnel Action Form (PAF) will need to be completed for all employees.