

Policy Manual

Broward
Community
College

Title: Emergency Compensation for Employees	Number: 6Hx2-3.35
Legal Authority: Fla. Statutes 1001.64(18)	Page: 1 of 2

GENERAL STATEMENT:

COMPENSATION OF EMPLOYEES WHO WORK DURING EMERGENCIES OR COLLEGE DECLARED CLOSINGS:

Exempt Employees

Full-time exempt employees who are required to end their regularly scheduled workday early or to remain at home due to a College-declared emergency or closing shall be compensated for a normal workday at the employee's regular rate of pay.

Full-time exempt employees who are called back to work or who remain at work during a College closing/emergency will be paid their regular rate of pay for all hours worked during the closing/emergency. Additionally, they will earn straight compensatory time for every hour worked during the closing/emergency. Cash compensation may not be substituted in lieu of compensatory time off for exempt employees who are designated as essential personnel (see Designation of Essential Personnel Policy 6Hx2-).

Non-exempt Employees

Full-time non-exempt employees who are required to end their regularly scheduled workday or shift early or to remain at home because of a College declared emergency or closing shall be compensated for a normal workday or shift at the employee's regular rate of pay.

Full time non-exempt employees who work during a college closing/emergency will be paid double their regular rate of pay for every hour worked. Non-exempt employees on pre-approved leave (i.e. vacation, sick, etc.) will be charged their leave time. If a closing/emergency falls on an employee's regularly scheduled day off, i.e. a day that is not a part of their normal work week, the employee will not report to work and will not be paid for that day. Designated essential personnel as defined by the Policy on Designation of Essential Personnel (6Hx2-)who are on a regularly scheduled day off may be contacted to work and will be compensated as described above.

Any designated essential employee who fails to report to work after a call back shall not be compensated for days not worked while the college is closed due to the emergency conditions unless on an approved leave prior to the time of a call back. Additionally, such employees may be subject to disciplinary action.

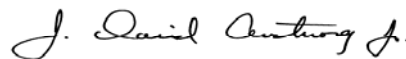
This policy supports the college's mission to provide high quality services.

History: Revised as Policy

**Approved by the
Board of Trustees**

Date
05/01/08

President's Signature



Date
05/01/08

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THE POLICY and THE STUDENT

Since this policy protects the physical campuses of the college by providing staffing for emergency situations and college closures, it helps ensure the well-being and safety of students.

THE POLICY and THE FACULTY AND STAFF

Since this policy protects the physical campuses of the college by providing staffing for emergency situations and college closures, it helps ensure the well-being and safety of faculty and staff. Additionally this provides a pay structure to compensate employees who work to protect the college during emergencies or college-declared closings.

IMPLEMENTATION and OVERSIGHT

The Vice President of Human Resources and Equity has responsibility for the implementation and oversight of this policy. Policy violations and appeals will be investigated by the Vice President of Human Resources and Equity and/or his/her designee.

VIOLATION OF POLICY

Employees who fail to report to work after a call back shall not be compensated for days not worked while the college is closed due to the emergency conditions unless they are on approved leave prior to the time of a call back. Additionally, such employees may be subject to disciplinary action.

DEFINITIONS

Exempt personnel – Salaried employees who hold positions determined to be exempt from overtime based on the Fair Labor Standards Act and its implementation rules.

Non-exempt personnel – Hourly employees who hold positions determined to be non-exempt based on the Fair Labor Standards Act and its implementation rules.

Emergency conditions - Emergency conditions may include but are not limited to hurricanes, windstorms, tornadoes, civil disturbances, and/or enemy attack.

Scheduled Closing – Closings that may include winter break, spring break and federal holidays observed by the college.

History: Revised as Policy

Approved by the Board of Trustees	Date 05/01/08	President's Signature 	Date 05/01/08
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