

Policy Manual



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 a College Declared Emergency

Exempt Employees

Full-time exempt employees who are required to end their regularly schedule workday early or to remain at home due to a College-declared emergency shall be compensation 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 emergency will be paid their regular rate of pay for all hours worked during the emergency. Additionally, they will earn straight compensatory time for every hour worked during the emergency. Cash compensation may not be substituted in lieu of compensatory time off for exempt employees.

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 compensation for a normal workday or shift at the employee's regular rate of pay.

Full-time non-exempt employees who work during a College 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 an emergency falls on an employees' regularly schedule day off, i.e., a day that is not 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 (6Hx2-3.37) who are on regularly schedule 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 approved leave prior to the time of a call back. Additionally, such employees may be subject to disciplinary action.

This policy support the College's mission to provide high quality services.

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.

History: Revised as Policy May 1, 2008; revised February 26, 2013; revised May 27, 2014, revised August 13, 2019			
Approved by the Board of Trustees	Date: 08/13/19	President's Signature 	Date: 08/13/19

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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 Executive Director of Talent and Culture has responsibility for the implementation and oversight of this policy. Policy violations and appeals will be investigated by the Executive Director of Talent and Culture 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 call back. Additionally, such employees may be subject to disciplinary action.

DEFINITIONS

Exempt personnel – Salaried employee who hold position 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.

Schedule Closing – Closing that may include winter break, spring break and observed by the College.

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