

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.

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.

- 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.