

<b>SUBJECT:</b> Additions to Salary of Exempt Employees for Special Events	<b>Effective Date:</b> 11/28/16	<b>Policy Number:</b> 3.112.2	
	<b>Supersedes:</b> 3-112.1	<b>Page</b> 1	<b>Of</b> 3
	<b>Responsible Authority:</b> Associate Vice President and Chief Human Resources Officer		

**DATE OF INITIAL ADOPTION AND EFFECTIVE 5/21/2008**

**APPLICABILITY/ACCOUNTABILITY**

This policy applies to Executive Service, A&P employees outside the UFF-UCF bargaining unit, and USPS exempt employees. In-unit A&P employees are governed by the BOT-UFF Collective Bargaining Agreement. This policy does not apply to sworn law enforcement personnel.

**BACKGROUND INFORMATION**

The University of Central Florida complies with the Fair Labor Standards Act (FLSA) and applicable state laws in compensating employees for the work they perform. Exempt employees under the FLSA are not required to receive overtime for work performed beyond forty hours in a work week.

**POLICY STATEMENT**

Employees designated by the university as exempt shall not receive additional compensation for performing services related to their primary employment at special events. The university expects that salaried exempt employees will perform duties as assigned without additional compensation, and such duties include work performed outside normal work hours and beyond forty hours in a work week. When possible, to accommodate the need for work performed outside normal work hours, supervisors are encouraged to use flexible work schedules.

## **DEFINITIONS**

**Additional compensation.** Additional compensation includes any form of remuneration (e.g., goods, services, special awards, dual compensation, or other payment) beyond an employee's salary.

**Exempt employee.** An exempt employee is any employee of the university who is exempt from the overtime requirements of the FLSA.

**Fair Labor Standards Act (FLSA).** FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

**Special events.** Special events include football games, concerts, or any other events that involve substantial time and effort to coordinate and that may occur outside normal working hours but are related to or associated with the employee's regular job responsibilities.

## **PROCEDURES**

Unit supervisors may allow flexible scheduling of work hours when special event work is required of exempt employees.

## **CONTACTS**

Payroll, UCF Office of Human Resources, 3280 Progress Drive, Orlando, FL. 32826-3229. Phone (407) 823-2771.

The associate vice president and chief human resources officer or designee shall make final determinations as to interpretation and implementation of this policy.

**INITIATING AUTHORITY**

Vice President for Administration and Finance and Chief Financial Officer

<b>POLICY APPROVAL</b> <b>(For use by the Office of the President)</b>	
Policy Number: <u>3-112.2</u>	
Initiating Authority: <u>Will F. Markham</u>	Date: <u>11-23-16</u>
University Policies and Procedures Committee Chair: <u>Ronda L Bishop</u>	Date: <u>11/23/16</u>
President or Designee: <u>John C. Hill</u>	Date: <u>11/28/16</u>

History 3-112 5/21/2008, 3-112.1 5/03/2013