



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: Additions to Salary of Exempt Employees for Special Events	Effective Date: 5/9/2019	Policy Number: 3.112.3
	Supersedes: 3-112.2	Page Of 1 3
	Responsible Authority: 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 or public safety personnel as designated by the associate vice president and chief of police and the associate vice president and chief human resources officer.

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 40 hours in a work week.

POLICY STATEMENT

Employees designated as exempt by the university 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 the interpretation and implementation of this policy.

INITIATING AUTHORITY

Vice President for Administration and Chief Operating Officer

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-112.3	
Initiating Authority: <u>Misty Shepherd</u>	Date: <u>5/9/19</u>
University Policies and Procedures Committee Chair: <u>[Signature]</u>	Date: <u>4/28/19</u>
President or Designee: <u>[Signature]</u>	Date: <u>5/9/19</u>

History 3-112 5/21/2008; 3-112.1 5/03/2013; 3-112.2 11/28/2016