**SUBJECT:**
Additions to Salary of Exempt Employees for Special Events

**Effective Date:**
05-03-2013

**Policy Number:**
3-112.1

**Supersedes:**
3-112

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**Responsible Authority:**
Chief Human Resources Officer

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### APPLICABILITY/ACCOUNTABILITY

This policy applies to Executive Service, A&P, and USPS exempt employees. 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 employees’ salary.

**Fair Labor Standards Act (FLSA).** FLSA is the federal statute that governs the payment of overtime and minimum wage. The FLSA also exempts professional, administrative, and executive employees who meet certain requirements.
Exempt employee. An exempt employee is any employee of the university who is exempt from the overtime requirements of the FLSA.

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 personnel.

CONTACTS

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

The 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

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