

SUBJECT: Additions to Salary of Exempt Employees for Special Events	Effective Date: 5-21-08	Policy Number: 3-112	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Director of Human Resources		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to Executive Service, A&P, and USPS exempt employees. This policy does not apply to sworn law enforcement personnel because of the exceptional volume of special events at which they are required to work.

BACKGROUND INFORMATION:

The University of Central Florida does not provide additional compensation for exempt employees, other than sworn law enforcement personnel, who provide services related to their primary employment at special events. The university complies with the Fair Labor Standards Act and applicable state laws in compensating employees for the work they perform.

POLICY STATEMENT:

Exempt employees who perform services that are related to their primary employment shall not receive special awards, dual compensation, or other payments. The university expects that salaried exempt personnel will perform all assigned duties without additional compensation.

DEFINITIONS:

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. The director of Human Resources or designee shall make final determinations as to interpretation and implementation of this policy.

CONTACTS:

Payroll, UCF Office of Human Resources, 12565 Research Parkway, Orlando, FL. 32826-2912.
Phone (407) 823-2771.

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>3-112</u>	
Initiating Authority: <u>Will Zrenner</u>	Date: <u>6/30/08</u>
Policies and Procedures Review Committee Chair: <u>Debbie Barnes</u>	Date: <u>6/25/08</u>
President or Designee: <u>John C. Hill</u>	Date: <u>7/3/08</u>

