



University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida Draft Policy Submission Cover Memo Form

Policy No. and Title: 3-112.4 Additions to Salary of Exempt Employees for Special Events

Initiating Authority: Gerald Hector

Initiating Authority Approval Date: October 4, 2024

Date of Submission for Review: October 4, 2024

Submitted by: Maureen Binder

Department: Human Resources

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New Policy

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Existing Policy (5-year Review)

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Existing Policy (Out of Cycle Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

Language was refined to grant supervisors the use of flexible scheduling to minimize the additional impact of work performed outside normal work hours for required special events under this policy. UCF Human Resources' address was updated.

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Maureen Binder, Associate Vice President and CHRO, UCF Human Resources
Cat Puckett, Assistant Vice President and Deputy CHRO, UCF Human Resources
Dana Torres, Payroll Director, UCF Human Resources

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

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College Policy Liaisons

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Faculty Senate

Regulatory Requirements (if applicable): (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)

Maureen Binder, Associate VP & CHRO, maureen.binder@ucf.edu



Draft – Additions to Salary of Exempt Employees for Special Events

Policy Number	3-112. 34
Responsible Authority	Associate Vice President and Chief Human Resources Officer
Initiating Authority	Vice President for Administration and Chief Operating Officer
Effective Date	
Date of Origin	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, supervisors may use flexible scheduling of work hours to minimize accommodate the need for additional impact of the work performed outside normal work hours for required special events under this policy. ~~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, [12201 Research Parkway, Suite 200, Orlando, FL 32826 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.

History 3-112 5/21/2008; 3-112.1 5/03/2013; 3-112.2 11/28/2016; [3-112.3 5/9/2019](#)