

**SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES POLICIES**

**POLICY NO. 5.16**

**TITLE:** HOLIDAY, OVERTIME PAY, COMPENSATORY TIME, CALL-IN PAY,  
AND THE MINIMUM WAGE

**LEGAL AUTHORITY:** FLORIDA STATUTE 1001.64  
DETERMINED BY DISTRICT BOARD OF TRUSTEES

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR  
ADMINISTRATIVE SERVICES/  
HUMAN RESOURCES

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The president is authorized to provide guidelines for the receipt of holiday pay, overtime pay, and a minimum wage rate per hour.

- A. The following recognized holidays are provided for employees of South Florida State College:
1. New Year's Day
  2. Martin Luther King Birthday
  3. Memorial Day
  4. Independence Day
  5. Labor Day
  6. Thanksgiving Day
  7. Christmas Day
  8. Such other days as specified in the College calendar approved annually by the Board of Trustees.
- B. Overtime pay, calculated at one and one-half times an employee's hourly rate for hours actually worked beyond 40 hours per week, shall be granted to non-exempt employees upon authorization of the president.
1. The hourly rate shall be determined by dividing the employee's annual salary by 2,080 hours.

2. In those instances in which compensatory time is earned, it shall be scheduled to be taken within the next pay cycle from the date it was earned and at a time approved by the immediate supervisor. If not used by the next pay date, it will be paid out as overtime pay.
- C. If a full-time, regular employee is out one or more days during a work week (even if due to a covered sick day(s) or annual leave) and he or she works in excess of his or her normal working hours, he or she will be reimbursed for extra hours on a straight time basis only.

Eligible employees who work overtime may choose to be paid for it or to receive compensatory time off. Employee selecting to take compensatory time off shall be eligible for such compensatory time at the rate of one and one-half times the hours worked. The supervisor may authorize overtime pay or compensatory time, whichever is in the best interest of the College.

Compensatory time off shall be taken within the next pay cycle following the date it was earned and at a time approved by the supervisor. Supervisors will be responsible for tracking each employee's compensatory time.

- D. Call-in pay: An employee, eligible for overtime or compensatory time, who has completed work and left the College premises, and who is later called in and reports to work before the start of the next regularly scheduled shift, shall be eligible for call-in pay and guaranteed three hours of work or pay even if the actual working time is less than three hours.
1. The employee will be compensated at a straight-time rate (i.e., not at an overtime rate).
  2. The employee must complete a timesheet and indicate the day when call-in pay was earned. The timesheet must be approved by the immediate supervisor.
  3. An employee called into work earlier than normal, who remains to complete a shift, shall not be eligible for call-in pay.
  4. Multiple call-ins between regularly scheduled shifts will all count as one call-in until the individual works more than the guaranteed three hours of work or pay.
- E. The College shall endeavor to pay the minimum wage, subject to financial considerations, as established by the Fair Labor Standards Act.

**HISTORY: Last Revised 9/20/23**

**Issued by District Board of Trustees:** 8/10/84

**Reviewed:** 7/1/04, 7/1/07, 7/22/09, 6/27/12, 11/12/19

**Revised:** 8/21/88, 9/26/01, 9/20/23