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 career and non-exempt professional employees upon authorization of the president.

1. The hourly rate shall be determined by dividing the employee’s annual salary by 2080 hours.
2. In those instances in which compensatory time is earned, it shall be
scheduled to be taken within four months following the date it was earned
and at a time approved by the immediate supervisor.

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.

D. 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. Compensatory time off shall be taken within four
months following the date it was earned and at a time approved by the
supervisor.

E. 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 time sheet and indicate the day when call-
in pay was earned. The time sheet 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.

F. The college shall endeavor to pay the minimum wage, subject to financial
considerations, as established by the Fair Labor Standards Act.

**HISTORY:** Last Revised 12/7/16

**Issued by District Board of Trustees:** 8/10/84
**Reviewed:** 7/1/04, 7/1/07, 7/22/09, 6/27/12
**Revised:** 8/21/88, 9/26/01, 12/7/16