

SOUTH FLORIDA STATE COLLEGE ADMINISTRATIVE PROCEDURES

PROCEDURE NO. 5160

TITLE: HOLIDAY PAY, OVERTIME PAY, COMPENSATORY TIME, AND CALL-IN PAY

BASED ON POLICY: 5.16 HOLIDAY, OVERTIME PAY, COMPENSATORY TIME, CALL-IN PAY, AND THE MINIMUM WAGE

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

I. Purpose:

To provide a method for employees to receive holiday pay and overtime compensation

II. Procedure:

A. Holiday pay:

1. To be eligible for holiday pay, a full-time employee must work the scheduled day before and after the holiday or be on an approved leave and in a paid status. For example, employees off due to paid annual or sick leave will be eligible. Those off due to unpaid personal leave will not be eligible for holiday pay.
2. Career service and non-exempt professional employees in regularly established part-time positions are eligible to receive compensation at the rate of 1 ½ (15%) times their regular hourly rate for all hours worked on the following holidays, regardless of the number of hours worked during the workweek: Thanksgiving Day, Christmas Day, New Year's Day, and Independence Day.

B. Overtime pay and compensatory time:

1. Under the provisions of South Florida State College District Board of Trustees Policy 5.16, non-exempt employees are eligible to receive overtime compensation.
2. Overtime pay is pay received for hours worked beyond those normally scheduled. The hourly rate for overtime pay purposes is determined by dividing the employee's 12-month annual salary by 2,080. Compensatory time is time off in lieu of receiving pay for those hours normally worked.

3. For hours actually worked in a work week that are between those normally scheduled and 40 hours, an employee will be compensated for the extra hours on a straight, one-for-one basis. For hours actually worked that are over 40 hours, an eligible employee will be compensated at a rate of 1 ½ hours for each hour or authorized part of an hour worked.
4. Overtime of less than 15 minutes per day will not be accumulated, and overtime will only be considered in 15-minute increments.
5. All overtime for non-exempt employees must be approved in advance by the respective supervisor.
6. If approved, the overtime must be recorded on a timesheet.
7. Eligible employees who work overtime may request to receive overtime pay or compensatory time. The supervisor will authorize overtime pay or compensatory time, whichever is in the best interest of the College.
8. Compensatory time will be taken at a time agreed to with the employee's immediate supervisor.
9. Compensatory time must be taken within one pay cycle or will be paid out as overtime in the next pay period.

C. Call-in pay

1. To be eligible for call-in pay, an employee must be eligible for overtime or compensatory time.
2. As a general rule, an eligible employee who has completed work and left the College premises and who is later called in and reports to work before the start of his/her next regularly scheduled, shift shall be guaranteed three hours of work or pay even if the actual working time is less than three hours.
 - a. The employee will be compensated for the time not worked at a straight-time rate (i.e., not at an overtime rate).
 - b. The employee must complete a timesheet and indicate the day when call-in pay was earned. The timesheet must be approved by the employee's immediate supervisor.
 - c. An employee called into work earlier than normal and who remains to complete his/her shift shall not be eligible for call-in pay.

HISTORY: Last Revised: 7/27/23

Adopted: 7/24/86

Reviewed: 9/14/20

Revised: 1/21/01, 6/1/05, 7/7/09; 7/13/10, 12/7/16, 7/27/23