


PROCEDURE

Subject	Emergency College Closure Pay	Number: 2.10.01
Source	Office of Human Resources	Reference (Rule #) 6HX14-2.10
President's Approval/Date: 7-1-09		

PURPOSE

State College of Florida, Manatee – Sarasota provides “emergency College closure” pay for regular full-time and part-time personnel as a result of time off due to a College and/or campus closing, for emergencies, such as, but not limited to hurricanes, fire, etc.

DEFINITIONS

ESSENTIAL PERSONNEL

Essential Personnel are designated as those personnel of the College in Public Safety, Facilities, and Business Services, who are required to remain after the College is closed because of a declared emergency. Some may be required to report to work prior to the official declaration that an emergency has ended. The College reserves the right to designate additional positions as essential according to circumstance and the needs of the College. Essential non-exempt personnel will be compensated for all hours worked at time and a half.

Employees who are deemed to be “essential personnel” during an official College closing, and who cannot work due to their own personal emergency, may use vacation or sick leave in accordance with College policies, with the approval of the immediate supervisor, or next levels of supervisor in the chain of command.

Employees who are deemed to be “essential personnel” during an official College closing, and who refuse to work for reasons not deemed a personal emergency, will not be paid and may be subject to disciplinary action, up to and including termination of employment.

PROCEDURE

This procedure serves as a guideline for the payment of “emergency College closing pay” to personnel during a College closing. Since the duration of an emergency related closure is impossible to predict, the College Administration reserves the right to adjust the length of time personnel will continue to be paid during a college closing.

Payment for scheduled hours when the College closes during the work day

- Regular full-time and part-time personnel allowed to leave work when the College closes for an “emergency” will be paid for the remaining hours of their work shift.
- Employees who do not notify the College of their status/location within 5 days of a declared College emergency closure, will not be paid.

Full-time Regular Personnel

- All full-time personnel will be paid for their regularly scheduled work hours for the time period the College is closed.
- All full-time personnel on scheduled leave (sick, personal, vacation) will not be “charged” for the leave during a College closure. Personnel in this situation are required to complete a corrected Leave of Absence form.

Part-time Personnel

- Regular part-time personnel will be paid for their regularly scheduled work hours for the time period the College is closed. Hours must be recorded on a timecard. Part-time personnel who would not routinely be scheduled during a College closing will not be compensated.
- OPS, Student Assistants and College Work Study student personnel, will not be paid for the hours they are scheduled to work during a College closing.

NOTE: Full-time salaried/exempt personnel required to remain on campus during an emergency College closure may receive a supplement, as determined by the President, in addition to regular pay.

The following personnel are not entitled to additional “emergency College closure ” pay and will remain in their current status:

- On leave without pay
- In receipt of worker’s compensation
- On military leave
- On suspension
- On Family and Medical Leave
- On Professional Leave
- On Administrative Leave