
Time off and pay when the campus is closed

If the entire campus is closed due to a hurricane, how will I be paid?

According to university Regulation UCF-3.035, the University President or designee may close all or part of the university upon the occurrence of an emergency which affects its operations.

If a decision is made to close the university prior to the beginning of the normal workday, every effort will be made to disseminate this information to affected employees by 6:00 a.m. through local radio and television stations and on the UCF.edu web page. If the university is closed, A&P, Faculty and USPS employees should be granted administrative leave for the period of the closing. OPS hourly employees will not be paid for time not worked. Employees who were on a prior approved leave of absence shall not have the leave of absence changed to administrative leave.

Full-time (1 FTE) employees will receive a maximum of 8 hours for each day granted. Part-time (less than 1 FTE), will receive proportionate hours for each day granted. An employee may only use the amount of granted leave that is necessary to bring the employee's hours up to the 40 hours for the workweek. If an employee's work hours when combined with the granted leave, do not equal 40, an employee should use accumulated leave or leave without pay to bring their balance for the workweek to 40 hours. Such leave should be documented on the USPS, A&P and Faculty's Leave and Pay Exception Report.

I have been identified as essential personnel, and I am required to work when the campus is closed during a hurricane. How will I be paid?

Non-exempt employees who are assigned to a closed location, and who are *required* to report for work in order to provide essential services during the closing, will be paid for all hours worked. For any hours worked during the university's closure due to Hurricane Irma, non-exempt USPS and non-exempt A&P employees will be paid special compensatory hours (at their regular rate of pay via the Time Reporting Code "EXC") for each hour worked during the closure. Non-exempt employees who physically work more than 40 hours will be paid overtime for all hours worked over 40.

Faculty and exempt employees who are *required* to work when the campus is closed due to a university closing receive their regular rate of pay.

What about work and lunch breaks during a hurricane?

Non-exempt personnel (A&P Non-Exempt, USPS Non-Exempt and OPS hourly employees) should be provided at least thirty (30) minutes for a lunch period and shall not be employed, permitted, or required to work for more than five (5) hours

continuously without a lunch period. Supervisors determine the scheduling of the lunch breaks for their employees which may normally vary from thirty (30) minutes to one (1) hour within a normal eight (8) hour shift. Employees do not receive pay (non-compensable) for the lunch break nor for time spent sleeping (for those employees who stayed in ride-out shelters). Non-exempt employees may be allowed up to 15 minutes as a paid break (compensable) from work during the first half of their workday, and again during the second half of their workday.

Certified law enforcement personnel, nurses, identified Facilities and Safety personnel and other identified non-exempt positions, due to the nature of the work, may be excluded from the five (5) hour university business practice regarding a lunch break.

Please keep in mind during a declared emergency the above guidelines may be suspended.

How do I know if I've been identified as an "essential personnel" employee?

The department heads have been instructed to determine which of their employees are deemed essential for work duty. You will have completed an Essential Personnel Form and should have obtained an essential personnel card from Card Services. You may also follow up with your supervisor if you have been identified as an essential personnel employee.

I have an employee who has not been previously identified as essential personnel and was not required to work. The employee was not aware the campus was closed, and the employee came into work. What should I do?

The campus is closed to all those who are not required to work and the employee is to be sent home.

I have an employee who was identified as essential personnel, but did not report to work when needed. What should I do?

If the employee was aware they had been designated as essential personnel and the expectations involved with this designation, please talk with them to find out why they didn't come to work as required. If they have a reasonable explanation, remind them of their responsibilities as essential personnel. If their explanation is not reasonable given the situation, corrective action may be an option. Discuss with your leadership the circumstances and if the circumstances are not reasonable, contact Employee Relations in Human Resources at 823-2771 upon the University's business resumption.

Can I come into work even though the campus is closed?

Closing the campus is an exceptionally rare event that occurs only in extreme circumstances. It is a decision that is made to protect the health and safety of faculty, staff, and students. Do not come into work unless you have been identified as essential

personnel who are required to work during this type of emergency event. If you are not essential personnel and do come into work, you will be sent home.

I am an OPS employee. How will I be paid when the campus is closed due to a hurricane?

If you are *required* to work when the campus is closed due to a university closing you will receive pay for the hours worked. As in all situations, OPS employees are only paid for hours worked.

What do I do if a workers' compensation claim needs to be reported?

In a medical emergency, the injured employee is to be sent to the nearest medical facility or call 911 for emergency assistance. Following the arrangement of emergency medical treatment for the injured employee, contact, AmeriSys at 1-800-455-2079.

For non-emergent injuries, contact AmeriSys 1-800-455-2079 for coordination of treatment. The AmeriSys Intake Call Center is available 24/7.

What if an employee is injured after hours?

In a medical emergency, the injured employee is to be sent to the nearest medical facility or call 911 for emergency assistance. Following the arrangement of emergency medical treatment for the injured employee, contact AmeriSys at 1-800-455-2079. For non-emergent injuries, contact AmeriSys at 1-800-455-2079 for coordination of treatment. The AmeriSys Intake Call Center is available 24/7.

Can an employee volunteer with recovery efforts at UCF?

The FLSA does not permit employees to volunteer. Employees must be paid for any hours worked.