

Polk State College Procedure

| Subject | Reference | Date | Number |
|---------------------------------------|-------------|--------|--------|
| Emergency Evacuations and Closure Pay | F.S 1001.64 | 2/6/18 | 6022 |

I. Purpose

To delegate authority and establish operating rules and closure-pay procedures related to emergency evacuation of College personnel.

II. Procedure

A. General

The President is authorized to order the close of the College facilities or any portion thereof due to an impending or existing emergency or any unexpected circumstance deemed to require closure for the protection of life and/or property.

Emergency evacuation will be carried out in accordance with the procedure set forth in the Polk State College Emergency Preparedness Plan as approved by President's Staff. The Plan covers general evacuation procedures and specific procedures for fire and explosion, bomb threat, chemical spill, and dangerous weather conditions.

Emergency preparedness information is available on the College website.

B. Pay for Employees During Emergency Closures

In the event of an emergency closure where employees are sent home prior to the end of their regular work day or ordered not to report to work, the President has the discretion to authorize payment of emergency leave.

When the College closes because of an emergency, such as severe weather, the College will pay for the scheduled hours not worked, but these non-worked hours will not count towards overtime.

For example, if severe weather forces the College to close on an afternoon work-week day, the procedure is as follows:

A full-time and/or part-time hourly employee in a regularly-established position has to be actively working or on approved paid leave (i.e., not on leave without pay) to receive pay for that portion of his/her shift during which the College closes. Part-time temporary employees will not be paid for any hours missed during the closure.

Those employees allowed to leave work will be paid for the remaining hours of their work shift. However, those remaining hours will not be used towards the basic 40 hours of work required prior to receiving overtime pay. Emergency leave will not be paid for overtime hours or hours that were otherwise non-scheduled regular work hours.

Those employees who are required to stay at their jobs and work during an emergency closure will receive their regular hourly pay plus additional pay or compensatory time for each hour, or 15 minute portion thereof worked. This additional pay will be at straight time unless the actual hours worked exceed 40, at which time the hours will be paid or compensatory time will be posted at time and a half unless the hours are worked on a holiday.

Employees on scheduled leave (sick, personal, vacation) will not be "charged" for the leave during College closure.

Non-exempt employees taking emergency leave granted by the President will designate this time on their time sheets by placing an "E" in the appropriate leave-type column on the time sheet along with the number of hours claimed. Exempt employees will denote the "E" on leave sheets.

Once the President or designee has made the decision to close the College, the College will remain closed until the President or designee officially reopens the College.

NOTE: Exempt employees, faculty, and adjunct faculty are not eligible for additional pay. In addition, faculty may have to make up missed hours.

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| Executive Responsible for Procedure | Date | President's Staff Member's Approval | Date |
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| President's Approval | | | Date |