




*Director, Human Resources
Ext. 7336*

DATE: October 7, 2024
TO: Peter S. Elliott, Vice President, Administrative Services
FROM: Donald L. Kesterson Jr., Director, Human Resources 
SUBJECT: Hurricane Milton

The purpose of this memo is to provide documentation of the various payroll decisions made related to the period we are closed for Hurricane Milton: 12 p.m., Tuesday, October 8, 2024 to 11:59 p.m., Friday, October 11, 2024.

- All full-time Career employees (Levels 1 through 3), Professional Level 1 employees and part-time staff in regularly established positions will be paid for the hours they were **scheduled** to work during the closure period. Employees in these classifications who were called in to work during the severe weather closure will also receive pay for the actual number of hours they worked. Only those hours **actually** worked over 40 within the College workweek (Friday midnight to Friday midnight) are subject to overtime pay.
- Adjuncts that were scheduled to teach during the closure will be paid for hours they were scheduled to work and will be expected to make up the teaching hours during the term.
- Employees will complete their time sheets by a) indicating the number of hours they were scheduled to work during the closure period as "OTHER HOURS" and b) indicating hours actually worked, if any, in the usual manner (time in, time out, etc.). No special payroll will be run to specifically identify the personnel costs related to this event.
- Part-time employees in temporary (OPS) positions will receive pay only for hours actually worked during the severe weather closure. However, these employees may make up for time lost by working additional hours with supervisor approval (not to exceed 39 hours per week).
- Full-time employees in Administrative, Faculty, and Professional Staff in Level 2 and above positions will not receive any additional compensation for working during the severe weather closure.
- Leave (vacation or sick) scheduled during the severe weather closure is cancelled. Specifically, if employees were on approved leave on Wednesday, October 9, 2024 thru Friday, October 11, 2024 any leave deducted from their individual accounts will be reinstated.

If we are in agreement as to the special payroll decisions made related to the severe weather closure, please indicate your approval on this memo and return to me for appropriate filing. Thanks.

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