

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: May 22, 2017

REGULATION TITLE:
Additional Compensation for UCF Employees

REGULATION NO.:
UCF-3.0032

SUMMARY OF REGULATION AMENDMENT: This regulation is amended to clarify the procedures for paying additional compensation to employees who are exempt and non-exempt under the Fair Labor Standards Act.

AUTHORITY: BOG Regulation 1.001

NAME OF PERSONS WHO INITIATED PROPOSED REGULATION AMENDMENT:
Maureen Binder, Associate Vice President and Chief HR Officer

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION AMENDMENT IS:

Regulations Administrator
4365 Andromeda Loop N.
Millican Hall, Suite 360
Orlando, FL 32816-0015
Phone: (407) 823-2482
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UCF-3.0032 Additional Compensation for UCF Employees.

(1) Administration of tThe additional Dual Compensation and Overload procedures of the University of Central Florida shall operate in accordance with the following paragraphs.

(2) The primary purpose of additional compensation is to pay a full-time employee for services performed outside of their primary job, in a different scope or for another department. Additional compensation includes:

(a) Dual Compensation, which may be paid to employees who are exempt from the Fair Labor Standards Act (FLSA). Dual Compensation is outlined in Paragraph (3) of this regulation;

(b) Faculty Overload, which is a form of Dual Compensation and is governed by Academic Affairs;

(c) Dual Employment Overtime for employees who are not exempt from the FLSA. Dual Employment Overtime is outlined in Paragraph (7) of this regulation.

~~(32)~~ University employees who are exempt from the Fair Labor Standards Act (FLSA) and who are engaged in activities for which additional compensation will be provided and who are otherwise employed on a full-time basis by this university may be paid Dual Compensation~~compensated~~ for the total of all additional ~~state~~ compensation activities during each fiscal year at a level not to exceed twenty-five percent (25%) of their contracted salary rate or \$10,000, whichever is greater, for the same fiscal year.

~~(3) UCF employees who accrue annual leave are required to take annual leave or leave without pay if the activity for which additional state compensation is requested conflicts with their primary assigned work schedule.~~

~~(4) The primary purpose of Dual Compensation is to pay a full-time employee for services performed outside of their primary job for a different department. Services that are performed above and beyond the employee's normal primary job functions within the same department cannot be paid as Dual Compensation. Exception: Faculty overload, which is a form of dual compensation, is governed by Academic Administration.~~

(45) Additional services or duties performed by A&P employees during special events may not be compensated using Dual Compensation. Also refer to UCF Policy 3-112, entitled “Additions to Salary of Exempt Employees for Special Events.”

(56) If a contract or grant project number is to be charged for Dual Compensation, the sponsor must acknowledge the work is being performed outside the employee’s FTE assignment. The Office of Research and Commercialization must approve Dual Compensation transactions for all contract and grant project accounts.

~~(67) To ensure compliance with the Fair Labor Standards Act (FLSA) requires that an overtime rate be paid to non-exempt employees for all hours worked in excess of 40 hours per workweek. University employees who are not exempt from the FLSA and who are engaged in activities for which additional compensation will be provided and who are otherwise employed on a full-time basis by the university regulations, non-exempt employees doing the same or similar work in what would otherwise be a Dual Compensation capacity must be paid an Dual Employment Overtime rate for all hours worked in excess of 40 hours per workweek. Non-Exempt employees may not work in excess of an additional ten hours per week in activities for which Dual Employment Overtime will be paid. Because of this overtime requirement, these extra hours are generally not treated as Dual Compensation. Departments with employees eligible for Dual Employment Overtime ~~this situation~~ should follow the procedural guidelines published on the UCF Human Resources website regarding Dual Employment Overtime for non-exempt employees. ~~use the following method for paying non-exempt employees doing the same or similar work for two departments: report the additional hours at the secondary department on the primary department timecard, then do department to department transfer to move the additional expenses to the secondary funding department.~~~~

(7) UCF employees who accrue annual leave are required to take annual leave or leave without pay if the activity for which additional compensation is requested conflicts with their primary assigned work schedule.

Authority: BOG Regulation 1.001. History–New 4-8-82, Formerly 6C7-3.032, Amended 8-25-92, 3-16-03; Formerly 6C7-3.0032, Amended 6-11-09, 12-19-16, _____-17.