

UNIVERSITY OF CENTRAL FLORIDA

EMERGENCY ORDER 2020-1

WHEREAS, the Governor of the State of Florida issued Executive Order No. 20-52 in response to the COVID-19 Public Health Emergency which poses a severe threat to the entire State of Florida and requires that timely precautions are taken to protect the communities, critical infrastructure, and general welfare of this State (Governor's Executive Order 20-52, available at <https://www.flgov.com/wp-content/uploads/2020/03/EO-20-52.pdf>);

WHEREAS, Section 4(B) of Executive Order No. 20-52 provides that each State agency may suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or the order or regulations of that agency, if strict compliance with the provisions of any such statute, order, or regulation would in any way prevent, hinder or delay necessary action in coping with the emergency, including regulations affecting the conditions of employment and the compensation of employees; and

WHEREAS, various University Regulations affect employees with regard to leave and sick leave benefits.

I HEREBY FIND that different procedures in University Regulations, specifically as outlined below, hinder the timely performance of University operations and delivery of critical University services during this public health emergency, as well as the University's performance of disaster response functions related to the COVID-19 Public Health Emergency. THEREFORE, pursuant to Section 4(B) of Executive Order No. 20-52, I hereby issue the following authorization(s) and directive(s).

1. Suspend University Regulation UCF-3.035(4) for the particular purpose of modifying administrative leave during any full or partial University closure due to the COVID-19 Public Health Emergency.

(a) Suspend UCF-3.035(4). Due to the ongoing and unpredictable nature, but anticipated long duration, of the current state of emergency caused by the COVID-19 novel coronavirus, the University must adjust existing procedures related to University closure and related administrative leave. For the duration of this emergency, the University hereby suspends University Regulation UCF-3.035(4) and replaces it with the following provisions.

(b) If the University declares a campus closure, either in whole or in part, due to the ongoing emergency presented by COVID-19, employees of the University who cannot perform their work remotely and for whom no alternate assignment is made, the employee will not receive paid administrative leave. The affected employee may use accrued leave benefits, if available, or be placed on unpaid leave of absence to make up the difference between any assigned work and the employee's normally scheduled hours.

(c) Irrespective of University closure, but particularly in the event of a University closure pursuant to UCF-3.035, the University is directed to identify alternative assignments for as many affected employees as possible, while adhering to principles of social distancing as much as feasible, including consideration of split shift assignments to give at least part-time assignments to as many individual employees as possible.

(d) Hourly OPS employees shall be paid for hours worked. OPS employees are not eligible for paid administrative leave. OPS contract employees shall be paid in accordance with the terms of their agreement if their agreement is continued during this state of emergency.

(e) Nothing contained herein shall diminish any leave rights employees may have under Federal or Florida law.

(3) Unless earlier revoked, this Emergency Order shall be in effect for a period of time not to exceed the effective period of Florida's March 9, 2020, declaration of a public health emergency in the State, including any extensions of said order, after which this Emergency Order shall expire and have no further effect.

*Thaddeus Seymour Jr.*

Date: \_\_\_\_\_

Signed: Monday, March 23, 2020

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