
SPECIAL COMPENSATION DURING TIMES OF DISASTER

- A. ESSENTIAL EMPLOYEES**
- B. UNF EMPLOYEES – RED CROSS SHELTER VOLUNTEERS**

Essential Employees

“Essential employees” are those employees designated by the University as having responsibilities that are necessary to continue during times when the University has been closed due to a natural disaster or other such event. While this designation may apply to Administrative, Support and OPS staff, the following is recommended based on an analysis of how other State universities handle such situations and also based on the UNF culture. Such work is considered an extension of the regular assigned duties.

Administrative: When a budgeted Administrative employee is designated as an “essential employee” and is required to work during a time that the University has been closed and other employees are on Administrative Leave, the essential Administrative employee shall be permitted to take a paid day off for every day worked during the closing. The hours worked shall be tracked by the department and the time shall be taken within six (6) months of the time worked. At no time shall the time be converted to cash payment.

Support: When a budgeted Support employee is designated as an “essential employee” and is required to work during a time that the University has been closed and other employees are on Administrative Leave, the essential Support employee shall be paid time and one-half for all hours worked during this time.

OPS: When an OPS employee is designated as an “essential employee” and is required to work during a time that the University has been closed, the employee shall be paid the regular rate of pay for all hours worked up to 40 hours per week. Hours in excess of 40 per week shall be subject to overtime at time and one-half in accordance with the provisions of the Fair Labor Standards Act (FLSA).

UNF Employees – Red Cross Volunteers

When UNF employees are assigned by the University to assist as Red Cross Shelter Volunteers, such employees shall be paid by the University as “essential employees” and are to be considered as state employees for the purposes of worker’s compensation. Under this category, those employees who volunteer on a non-scheduled workday (typically weekends) shall be permitted to take paid time off for equivalent time they have volunteered, regardless if the University is open or closed.

Some UNF employees who, independent of the university, have been specially trained as certified disaster service volunteers may be assigned by the Red Cross to other disaster assistance programs. Employees who fall into this special category of volunteers will be granted a leave of absence with pay for up to 15 working days in any 12-month period to

participate in specialized disaster relief services of the American Red Cross. An employee granted leave under this status shall not be deemed to be an employee of the state for purposes of worker's compensation.

As an "essential employee," an individual cannot participate in the Red Cross Volunteer program if her or his services are needed by the University.