Payroll Continuation Plan (Disaster Pay)
Human Resources – 2015-16

Recommended Employee Payroll Continuation Guidelines:

A. ESSENTIAL PERSONNEL
   Essential Personnel are designated as those employees of the college in Custodial Services, Information Technology, Business Services, Facilities Management, Security, Human Resources and Payroll, who are required to remain after the college is closed because of a natural or man-made disaster.

B. EMPLOYEE PAYROLL DURING DISASTER

   1. Emergency closing, up to two pay periods
      a. Budgeted full-time and part-time employees
         – Will be paid under Administrative Leave for a duration not to exceed 2 regular pay disbursements.
         – Essential Personnel who are required to work while the college is closed shall be allowed to earn compensatory leave. Non-exempt personnel will earn compensatory leave at time and one-half. Exempt personnel will earn compensatory leave hour for hour.
         – Time for employees who already have approved scheduled leave for the day(s) of the incident or emergency should be reported as such.
         – Budgeted Faculty will be expected to work with their students to make-up instructional hours in a variety of ways.

      b. OPS and Student Workers
         – Non-budgeted part-time and Student Workers will be paid for actual hours worked, not time scheduled.

      c. Adjunct Instructional Employees
         – Adjunct faculty will receive full payment for the time the College will be closed for the emergency; this applies to credit classes only (consistent with Continuity of Operations Plan). They will be expected to work with their students to make-up instructional hours in a variety of ways.

C. EMERGENCY CLOSING

   In the event that Pinellas County is subjected to a severe natural, man-made or fiscal emergency, the College President or his designee may modify these procedures at any time as necessary.