

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE EMERGENCY CALLOUT STIPENDS	Policy 3.03.07
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The College relies on key personnel to respond to emergencies related to facilities, infrastructure, and information technology systems. When these unscheduled events occur during non-working hours and/or non-work days such as weekends, breaks, or holidays, there needs to be a method of compensation for the employee to ensure that employees are willing to be available and accessible for future emergencies that arise as well as to be fair for calling on these staff during non-work times.

The primary purpose of the Policy is to address inclement weather situations, utility failures, infrastructure failures, facility emergencies involving fire, flood, roof or plumbing leaks, HVAC failure, and security or fire alarm responses. Other issues may arise and may be covered by this Policy under the President's discretion.

I. DEFINITIONS

1. *Non-working hours* – hours other than when the employee is normally expected to be on duty, typically before 8 a.m. and after 5 p.m. on weekdays but this may vary.
2. *Non-work days* – days that the employee is not normally scheduled to be on campus, typically weekends and holidays.
3. *Emergency call* – when an employee is notified of an issue requiring their attention and this notice is received while the employee is off duty.
4. *Emergency callout* – same as above except the employee also has to report to an SCC campus or center to resolve the matter.

II. COVERAGE

- ~~1. Senior Administrators (i.e., President, Executive Vice President, Vice Presidents) and College Administrators (i.e., Deans and Directors) are not included in this Policy and will not receive additional compensation.~~
1. Primary coverage of this Policy is intended to be **non-exempt** personnel in Information Technology and Administrative Services who respond to these types of crisis, but can be extended to other College employees at the President's discretion.

III. COMPENSATORY LEAVE

1. Non-exempt employees are required to be given compensatory leave and all aspects of the Fair Labor Standards Act (FLSA) continue to apply to this class of employee. Stipends authorized under this Policy are in addition to compensatory time.
2. Exempt employees are not required to be given compensatory leave, but nothing in this Policy shall restrict the authorization of compensatory leave on an hour for hour basis **as approved** by the appropriate administrator.

IV. STIPEND

1. In addition to Compensatory leave, the appropriate Vice President may authorize a stipend, if approved by the President, under the following circumstances:

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- a. A stipend of fifty dollars (\$50) may be paid for ~~an~~ **a non-exempt** employee who responds to an emergency call after hours or on non-work days by telephone or by remote computer access.
- b. A stipend of one hundred dollars (\$100) may be paid for ~~an~~ **a non-exempt** employee who responds in person to an SCC campus or an SCC center to resolve an issue.

Adopted: March 2011

Revised: February 2014
January 26, 2016