

Tampa Sports Authority

SUBJECT: COMPENSATION

Number: 4
Replaced: 2, 21, 25, 26, 27
Effective: 9/1/11
Revised: 9/1/11

A. Classification and Pay Plan

1. As a requirement of the Authority's Enabling Act, Chapter 96-520, Laws of Florida (1996) as amended, the Authority follows the classification and pay plan established by the Hillsborough County Civil Service Board.
2. For specific questions relating to classifications or compensation for Authority job positions, contact the Authority Human Resources Manager or refer to the following website:
<http://www.hillsboroughcounty.org/cs/payscales/> or call 813-272-5620.

B. Overtime:

1. It shall be the general practice of management to minimize scheduled and non-scheduled overtime. The employee's supervisor may modify schedules that deviate from the employee's established working and department hours in accordance with Civil Service rules to minimize overtime costs.
2. The Authority may at times direct employees to work in excess of their normal scheduled hours. These overtime hours will be either paid at the prevailing overtime rate or granted as paid time off (calculated using the prevailing overtime rate) during normal scheduled hours in the same workweek in compliance with existing Civil Service rules.
3. Overtime shall only be paid to non-exempt employees for hours worked in excess of 40 hours for each work week. All categories of leave, including but not limited to, vacation, sick, administrative, civic, bereavement, military, newborn, previously earned compensatory leave and any other leave time not worked shall be paid at each eligible employee's regular hourly rate of pay and excluded from time worked in computing basic hours beyond which overtime rates are paid. The amount of vacation and sick leave charged may be adjusted to preclude the payment of overtime, provided the adjustment is made within the same work week as the overtime is performed. For example, if a full-time employee is scheduled to work 40 hours during a week and actually works 36 hours after calling out sick for 8 hours on the first day of the week, the total hours paid would be 40 hours at regular time. The employee would only be charged 4 hours of sick leave. As a second example, if a full-time employee is scheduled to work 52 hours during a week and actually works 44 hours after calling out sick for 8 hours on any given day of the scheduled day of the week, the total hours paid would be 40 at regular time and 4 at time and a half. The employee would not be charged any sick leave.
4. Approval - All overtime or holiday hours to be worked will be approved in advance by the appropriate authorizing supervisor listed in Section H (Overtime Eligible Positions). The only exception to prior approval shall be in the case of an unforeseeable emergency and must be reported immediately following the emergency. Unauthorized overtime or working off the clock may lead to discipline, up to and including termination, for the employee and the employee's supervisor.

- a. Unforeseeable Emergency is defined as:
 - i. When an established post of duty must be covered, and the employee scheduled to cover that position on a given shift does not report for duty.
 - ii. When danger to the life, health, or well being of the public or employees could occur, if an employee is not required to be on duty or when danger to property is imminent.
5. Application - Prior to assigning overtime or holiday work to an employee, the supervisor will submit an Application for Over-time Compensation to the authorizing supervisor as listed in Attachment "B" for approval.
- a. An application for Over-time compensation must be filled out by the employee, signed by the supervisor and approved by one of the designated representatives.
 - b. The completed form will be forwarded to the Payroll Department for processing.
 - c. The Payroll Department will include all overtime payments in the pay check for the period in which it was earned.
 - d. Exception: An overtime application is not required for normally scheduled event overtime.
 - e. See Application for Over-time Compensation below.

**TAMPA SPORTS AUTHORITY
APPLICATION FOR OVER-TIME COMPENSATION**

NAME: _____ DATE PREPARED: _____

FROM: _____ TO: _____
(DATE/TIME OT BEGINS) (DATE/TIME OT ENDS)

NUMBER OF HOURS REQUESTED: _____

REASON FOR OVERTIME: _____

EMPLOYEE: _____ (Signature) _____ (Date)

SUPERVISOR: _____ (Signature) _____ (Date)

APPROVED
 DENIED (ACTION TAKEN) _____

(Signature) (Date)

Copy to Payroll

6. Equitable Offering - The opportunity for overtime work shall be offered to all employees in the required classification on an equitable basis.
7. Refusing Overtime - Employees who refuse to perform authorized overtime work without just cause may be subject to disciplinary action.

C. Holiday Pay:

1. The Authority provides ninety-six (96) hours of holiday pay annually.
2. Employees will receive Holiday compensation based on the following guidelines:
 - a. When the holiday is observed, the employee is paid at the regular rate of pay for an eight-hour day.
 - b. If the employee is required to work on the authorized holiday, another day, during the same payroll week, may be substituted as a paid holiday taking into consideration the employees preferences in that selection.
 - c. If another day is not substituted for a holiday worked, the employee will be paid at the regular rate for eight hours in addition to being paid for hours actually worked, or at the overtime rate appropriate for the class if the total hours paid for hours worked, exceeds forty (40) hours during the work week.
3. Holiday pay is not authorized for temporary or part-time employees unless those employees are actually performing duty on any specified holiday.
4. For further clarification on the Holiday Policy, refer to Tampa Sports Authority Holiday Policy # 6(B) or Civil Service rule 9.2.

D. Reduced Operation and/or Facility Closure:

1. Non-Disaster Closure:
 - a. If it is raining, flood conditions prevail, or a facility is experiencing reduced operations when a regular full-time hourly employee arrives for work and, in the supervisor's opinion, the employee is either unable to perform their duties due to inclement weather conditions or normal staffing is not required, the employee may be required to remain in the department for a minimum of two (2) hours. Then, if the department feels that adverse weather conditions are likely to continue for a longer period or the facility will remain at reduced operations, the employee may be excused for the remainder of the day.
 - b. Should adverse weather conditions begin or the facility reduces operations after an employee has started to work and the supervisor feels work must be stopped or staffing reduced, the employee may be kept up to two (2) hours waiting time at the department's discretion and then, if the department feels weather conditions will not sufficiently improve, or facility operations will not sufficiently increase, the employee may be excused for the remainder of the day and be paid for time worked and any waiting time.
 - c. Should inclement weather conditions or reduced operations cause a department to close or reduce staffing prior to an employee's start time, and
 - i. At least a one-hour notice is given to the employee: Wages will not be paid.

- ii. Less than one-hour notice is given to the employee: A one (1) hour is paid.
- d. Based on the business needs, the Authority may either reschedule the employees lost work hours, during the same payroll period, or grant the use of accrued Annual leave to receive full pay for the day.

2. Pre-Disaster/Declared Disaster Closure:

- a. When deemed necessary, the Executive Director or designee may issue a directive for employees not to report to their regular duty assignments. The Executive Director may elect to grant up to forty (40) hours (5 days) of Administrative leave with pay for assigned employees who are directed not to report to work.
- b. Any employee, who is on approved leave during a disaster period and does not report to work, will still be charged leave time even though the office or facility is closed.
- c. If the Executive Director does not grant Administrative leave, employees may elect to either take unpaid leave or use up to 40 hours (5 days) of accrued vacation leave.

3. Post Disaster Closure:

- a. To receive wages during the Post Disaster and/or Disaster Recovery period, an employee must be working in their designated assignment.
- b. If an employee is either late in reporting for work or is unable to report due to adverse weather conditions, the Authority may either reschedule the employees lost work hours, during the same payroll period, or grant the use of Annual leave to receive pay for lost work hours up to forty (40) hours per work week.

4. Wages:

- a. Under the provisions of this policy, employees will be paid at their regular rate of pay for all hours worked. Overtime pay will be paid in accordance with the requirements of the Fair Labor Standards Act.
- b. It will be the Department's responsibility to verify hours worked.

E. Gratuities and Solicitations:

- 1. It is a natural reaction for guests and clients to offer a tip or gratuity to someone who offers them exceptional service which is a commitment by all regularly employed by the Authority. Although a compliment, as employees of the Authority, we are not allowed to accept any monetary tokens of appreciation. If you are offered a tip or gratuity, politely inform the individual who offers it to you that you are unable to accept it. In event the person becomes insistent inform them that a written acknowledgement to management would be much more rewarding.
- 2. The only exception to this policy would be for employees working as Snack Bar Attendants, Snack Bar Supervisors, Beverage Cart Attendants, and Golf Course Attendants within the Authority, who are authorized to accept all gratuities received in the performance of their official duties. These employees must report all gratuities received to payroll for payment of all taxes required by state and federal laws.
- 3. The Authority prohibits solicitation of any kind for any reason during working time. Distribution of literature is prohibited during working time and in areas specifically designated for employees. Working

time means the actual working time of both the employee performing the solicitation or distribution and the employee to whom it is directed.

4. Individuals who solicit gratuities are subject to progressive discipline up to and including termination.

F. Emergency Call Out/Employee Pay:

1. The Authority may at times require employees to respond to an emergency call out. These employees will be paid a minimum of 2 hours or the actual time required to complete the job, whichever is greater, with the following exceptions:
 - a. When a call out occurs within 2 hours of the starting time of the employee's normal working hours or the employee completes the call out within one hour of the starting time of their normal shift; the employee will be given the option to:
 - i. Remain on duty and complete an 8 hour shift which includes the call out time; or
 - ii. Complete their normal shift in addition to the call out time.
 - b. Time spent traveling to and from the job site during a call out, is considered compensable and is included in computing hours worked.
 - c. The Call out employee is responsible for punching in and out. The employee must notify their immediate supervisor of their call out and identify total travel time (i.e. +.45min) to ensure actual hours worked are calculated on a portal to portal basis.

G. Overtime Eligible Positions:

1. For the purposes of overtime, for each non-exempt full-time employee, the standard workweek is forty (40) hours during a seven-day period.
2. The only jobs that potentially fall into this category are as follows:
 - a. Golf Courses
 - Assistant Golf Professional
 - Beverage Cart Attendant
 - Equipment Mechanic I
 - Equipment Mechanic II
 - Golf Cart Attendant
 - Golf Ranger/Starter
 - Greens Keeper I
 - Greens Keeper II
 - Irrigation & Spray Technician
 - Lead Golf Cart Room Attendant
 - Senior Crew Leader
 - Shop Attendant
 - Snack Bar Attendant
 - Temporary (full-time) Positions
 - b. Stadium Complex
 - Accounting Clerk II

Accounting Clerk III
Clerk III
Crew Leader I
Electrical Plant Supervisor
Electrician I
Equipment Mechanic II
Equipment Operator I
Event Coordinator
Executive Secretary
Groundskeeper
Head Custodian
Multi-Trades Worker I
Multi-Trades Worker II
Multi-Trades Worker III
Personnel Analyst I
Receptionist
Senior Crew Leader
Senior Groundskeeper
Supervisor Building & Grounds
Temporary (full-time) Position

H. Overtime Exempt Positions:

1. Employees who have been designated as exempt, shall be available at all times for the performance of such service beyond the standard workweek or designated work period as may be required without overtime compensation.
2. Jobs that fall into this category include the following:

- a. Golf Courses

Executive Director
Director of Golf Operations
Head Golf Professional

- b. Stadium Complex

Executive Director
Accountant I
Accountant II
Administrative Aide
Assistant Director of Operations
Manager of Public Affairs
Project Manager – Capital Projects
Director of Finance/Administration
Director of Operations
General Manager II Stadium Operations
Senior Purchasing Analyst

- c. For purposes of clarifying these exemptions, all employees in these classifications are “salaried”. This means that they are paid a predetermined amount, “salary”, for their jobs. Further, this means that these employees will not be required to use sick leave, vacation leave, or other paid

leave accumulation for absences of less than a day. An absence of a day or more requires the use of available or approved paid or unpaid leave time.

Executive Director Approval: _____ Date ____/____/____

TSA Board of Directors Approval Date ____/____/____