

**R815-1. Purpose:** One of the primary purposes of the Utah System of Higher Education institutions is public service. This temporary policy is intended to provide guidelines for institutional policy in support of employee participation in the Olympics and Paralympics during February and March 2002. This policy is also intended to facilitate implementation of the Olympic/Paralympic Volunteer Policy for State of Utah Employees dated April 16, 2001.

## R815-2. References

- 2.1. Utah Code [§53B-2-106](#) (Duties and Responsibilities of the President)
- 2.2. Policy and Procedure [R811](#), Guidelines for Classification of Non-Exempt Personnel
- 2.3. Policy and Procedure [R816](#), Overtime Pay, Overload Assignments, and Compensatory Time
- 2.4. Fair Labor Standards Act, [29 U.S.C. Section 201 et seq.](#)

## R815-3. Definitions

- 3.1. **"Exempt Staff"**: an employee who is exempt as defined by the Fair Labor Standards Act, [29 U.S.C. Section 201 et seq.](#) (the "FLSA").
- 3.2. **"Nonexempt Staff"**: an employee who is nonexempt as defined by the [FLSA](#).
- 3.3. **"Overtime"**: time worked in excess of the employee's work period as defined by [FLSA](#).
- 3.4. **"Compensatory time"**: institutionally approved time off in lieu of overtime pay.
- 3.5. **"Annual Personal Preference Holiday"**: An individually selected holiday for the employee's personal use during each calendar year authorized by institutional policy in lieu of a standard holiday.

## R815-4. Policy

**4.1. President to Set Institutional Policy:** The President of each institution may institute policies to facilitate employee participation as Team 2002 volunteers or employees, or other institutionally approved activities, during the Salt Lake 2002 Olympics and Paralympics. The President may consider as part of the institutional policy any or all of the following:

**4.1.1. Flextime:** Employees may adjust their shift start and end times to accommodate their Team 2002 volunteer or employee schedule or other institutionally approved activity during the 2002 Olympics or Paralympics.

**4.1.2. Compensatory Time:** Compensatory time accrued during a current overtime period as defined by the institution may be used for time off for any reason. Hours accrued any time during the calendar year 2001 that lapse at the end of a previous time period as set by institutional policy may be reinstated and used for Olympic and Paralympic volunteering or employment or other

---

<sup>1</sup> Approved June 1, 2001.

institutionally approved activity. Employees shall first use compensatory hours accrued during the 2002 overtime year. Once those hours have been exhausted, compensatory hours from the 2001 overtime year may be used. Institutional policy shall take into account differences in treatment of compensatory time for exempt and non-exempt employees under the Fair Labor Standards Act.

**4.1.3. Excess Hours, Annual Leave, Annual Personal Preference Holidays and/or Converted Sick Leave:** Annual leave, annual personal preference holidays and/or converted sick leave hours accrued during the calendar year 2001 that lapse at the end of a previous time period as set by institutional policy may be reinstated and used for Olympic and Paralympic volunteering or employment or other approved purposes according to institutional management policy and guidelines.

**4.1.4. Time Off Without Pay:** Consistent with institutional policy and with supervisor approval, employees may take time off without pay during the Olympics and Paralympics. The employee may need to work enough hours in the pay period to cover scheduled deductions in order to avoid a break in benefits coverage.

**4.2. Use of Options:** Institutional policy may permit employees to choose to use a combination of institutionally approved options to have enough time to meet Team 2002 volunteer or employee schedules, or other approved activities, during the Olympic and Paralympic period. Use of any institutionally approved options is at the discretion of the institutional management structure. Each employee will need prior approval of his/her supervisor to take time off.

**4.3. Expiration of Temporary Policy:** This policy shall expire March 31, 2002, at the end of the Salt Lake 2002 Winter Olympic and Paralympic games.