



Procedure on Work Schedules for Regular Exempt Employees

(Approved by the President on August 16, 2005)

I. PURPOSE & APPLICABILITY

This procedure establishes work schedules, work hours, and procedures for recording leave for Exempt Employees. This procedure applies to both Regular Status and Contingent Category II Exempt employees.

II. BACKGROUND

BOR VII – 6.10 Policy on Work Schedules for Regular Exempt Employees requires that each USM institution develop procedures to implement that policy. While the BOR Policy applies to only Regular Exempt employees, this procedure also applies to Contingent Category II Exempt employees.

III. DEFINITIONS

Unit Head – A Center Director, Vice President, or the President.

IV. WORK SCHEDULE

- A. A typical work schedule for Exempt employees will be eight hours daily, Monday through Friday, with a standard schedule approved by the supervisor (for example, Monday-Friday, 8am until 5pm, with a one-hour lunch period).
- B. The Supervisor should establish the standard work schedule for each Exempt employee within the supervisor's span of control, taking into consideration the essential duties of the employee's position and the mission of the unit and institution. The standard work schedule shall be confirmed in writing when an Exempt employee is hired.
- C. Temporary changes to the work schedule shall be recorded on the employee's timesheet. However, long-term or permanent changes to the original work schedule must be recorded in the employee's personnel file.

V. WORK HOURS

- A. BOR VII-6.10 Policy on Work Schedules for Exempt Employees states: "The work of employees in Exempt positions is not measured solely by the hours worked. Employees in Exempt positions are expected to work the hours necessary to complete assignments on a schedule that satisfies the requirements of the job. A full-time commitment typically requires a minimum of 80 hours per biweekly pay period."
- B. Start times, end times, and actual hours worked shall not be recorded nor tracked on the timesheet for Exempt employees.

VI. POSITIVE TIME REPORTING

- A. An Exempt employee shall record time worked by recording completion of a "duty day" on the electronic timesheet for each day worked (currently indicated with a "check mark" for

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the day).

- B. Normally, absences during regularly scheduled duty days will require the recording of leave, either paid or approved Leave of Absence Without Pay (see BOR Policy VII-7.12, "Policy on Leave of Absence Without Pay"). However, in unusual circumstances, the supervisor has the discretion to permit a temporary schedule change that allows the employee to be absent from work without charging leave on a normally scheduled duty day, provided that the employee is able to satisfy the requirements of the job (as certified by the Supervisor) during the remainder of the bi-weekly pay period. Such a temporary schedule change is to be recorded in the "Notes" box of the electronic timesheet. (A typical example of this is working an exceptionally long day or on a weekend and leaving work a little early on another day within the pay period.)
- C. Under ordinary circumstances, Exempt employees will not be permitted to earn compensatory leave. However, it is recognized that there may be unusual or exceptional circumstances that warrant special consideration, that extend beyond the flexibility management has to accommodate temporary work schedule changes. Accordingly, a limited amount of compensatory time for Exempt employees may be granted on an exception basis with the express written pre-approval of the Assistant Vice President for Human Resources. The rationale for the request will be forwarded by the Unit Head and will be reviewed on a case-by-case basis. Blanket approvals for compensatory time for an individual employee or for a unit's employees will not be granted. Compensatory leave is a discretionary issue for the unit's management that requires UMBI Human Resources prior approval, and it is not an entitlement of Exempt employment.

VII. LEAVE RECORDING

- A. An Exempt employee shall record leave usage (such as Annual Leave, Sick Leave, Personal Leave, Holiday Leave) on the electronic timesheet each pay period.
- B. An absence of two hours or less in a two-week pay period is not recorded on an Exempt Employee's timesheet, provided that the employee is able to satisfy the requirements of the job during the remainder of the biweekly pay period, as certified by the Supervisor. This is considered a temporary schedule change and shall be recorded in the Notes box of the electronic time sheet.
- C. Any absence of more than two hours in a pay period must be recorded under the appropriate leave category on the electronic timesheet during the biweekly pay period.
- D. A Supervisor shall review each employee's timesheet and certify (by providing electronic approval) that the duty days recorded and leave recorded are correct. If recorded time is not correct, the supervisor shall discuss the disparity with the employee and, as appropriate, make the necessary corrections on the timesheet.

APPROVED: Jennie C. Hunter-Cevera, 8/16/05