



**Policy and Procedure on Workweek, Work Schedules and Time Reporting for Nonexempt Employees**

*(Approved by the President on January 18, 2005)*

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**I. PURPOSE**

To provide UMBI Nonexempt employees with an updated policy regarding the approved UMBI Work Week, Work Schedules and Time Reporting. This policy applies to all UMBI Non-Exempt employees, including Regular Status and Contingent Category I and II status.

**II. BACKGROUND**

The current Board of Regents policy manual includes a policy on timekeeping for Exempt employees, but not for Nonexempt. This policy and procedure were developed to provide guidance for nonexempt employees and their supervisors.

**III. POLICY**

**A. Work Week and Pay Period**

1. The Weekly Work Period for all UMBI employees is a fixed and regularly recurring period of 168 hours, seven consecutive 24 hour periods. The Daily Work Period is a fixed and regularly recurring period of 24 consecutive hours.
2. The approved UMBI Weekly Work Period extends from 12:01 a.m. Sunday through midnight Saturday.
3. The approved UMBI Biweekly Pay Period extends from 12:01 a.m. Sunday through midnight Saturday thirteen days later.
4. Shifts that begin at "midnight" will be considered to begin at 12:01 a.m.
5. For employees whose regularly scheduled shift bridges two Weekly Work Periods, the UMBI Weekly Work Period and the UMBI Daily Work Period will begin and end twelve hours later than stated above.
6. The Supervisor is responsible for informing the employee of his or her Weekly Work Period and for requesting a deviation from the Weekly Work Period, if required. Such request shall be channeled through the Unit Head to the UMBI Assistant Vice President for Human Resources

**B. Work Schedules**

1. Within a Weekly Work Period, the approved basic full-time schedule is five days, eight hours of work per day. Part-time schedules may be established by the Unit Head.
2. The meal period is not counted as part of the eight hour work day and is expected to be 30 minutes, unless approved in writing by the supervisor.

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3. The Unit Head is authorized to approve temporary deviations from this schedule to meet the needs of special operating situations. Permanent deviations should be discussed in advance with the Assistant Vice President for Human Resources.
4. Where scheduling requirements permit, scheduled days off shall be consecutive. An employee shall not be required to work regularly seven consecutive days within the same Weekly Work Period.
5. Each supervisor will notify each employee under his or her supervision of the employee's work schedule and work hours upon employment and will give reasonable advance notice of any subsequent change.
6. Each supervisor is responsible for the presence on the job of employees under his or her supervision during their scheduled hours of work. He or she may authorize rest periods appropriate to the needs of the operation and the employees involved, but such rest periods may not be cumulative or made the basis for a late starting or an early quitting time.

### C. Overtime

1. The UMBI may require employees to work overtime. Overtime work should be limited to unusual, essential, or emergency situations, and, insofar as practicable, should be fairly distributed.
2. No overtime or "make-up time" may be worked except with the express prior written approval of the employee's supervisor. Any "make-up time" must be worked during the workweek when the absence occurred, not during a subsequent week.
3. For purposes of overtime compensation, paid leave is work time.
4. Nonexempt Staff employees shall be compensated at one-and-one-half times their regular hourly rate for all hours worked in a Weekly Work Period in excess of 40.
5. A Unit Head or designee may enter into a voluntary agreement or understanding with a non-exempt employee that the employee will receive compensatory leave in lieu of overtime payment. In such cases, compensatory leave is earned in the same manner as cash overtime; i.e., time and one-half hours earned for each hour worked in excess of 40 in a Weekly Work Period. A supervisor may not require an employee to accept compensatory time in lieu of cash, and a supervisor may decline to award Compensatory time in lieu of cash overtime (thus approving cash overtime).
6. Compensatory leave may not exceed a maximum accumulation of 15 workdays (120 hours). Any overtime worked beyond this must be compensated for by cash payment. Any accumulated compensatory leave at the time of separation from employment must be paid in cash. This also applies to an employee who transfers to another UMBI Unit, unless the employee and the new Unit agree to transfer the accumulated compensatory leave.
7. A nonexempt employee shall record all hours worked, including overtime, on the electronic time sheet and shall designate whether overtime pay or

compensatory time is preferred.

### D. Hours Worked and Overtime Records

1. It is the responsibility of the Unit Head to ensure that hours worked for each employee are properly recorded on the current employee time record.
2. Work time includes but is not necessarily limited to time during which an employee:
  - a. is required or allowed to perform the duties of the job or participate in activities that are directly related to the job;
  - b. travels to and from work when recalled to work by the appointing authority or designee after the employee has completed a normal workday (See BOR VII-4.62 Policy on On-Call and Call-Back for Classified Employees); and
  - c. travels between home and a work site other than the employee's assigned work location, in accordance with the University of Maryland System Standard Travel Regulations.
3. As stated in section III.C.3. above, for purposes of overtime compensation, paid leave is work time.

## IV. PROCEDURE

- A. Biweekly Time Report All Nonexempt employees shall complete a biweekly electronic time report, designating hours worked and leave taken. Time Reports shall be reviewed and electronically "signed off" by the Supervisor by the designated time each pay period.
- B. Temporary Deviation from Basic Schedule A supervisor who wishes to request a temporary deviation from the approved basic full-time schedule of five eight-hour days shall submit a written request to the Unit Head or designee. The request shall include the employee's name, title, the period for which the schedule deviation is requested, and a detailed explanation of the reason for the deviation. The Unit Head shall provide the requesting supervisor with a written response to the request and shall forward a copy of the request and response to the Assistant Vice President for Human Resources.
- C. Permanent Deviation from Basic Schedule A request for a permanent deviation from the approved basic full-time schedule of five eight-hour days shall be submitted first to the Unit Head and then to the Assistant Vice President for Human Resources. The Assistant Vice President shall provide the requesting Unit Head with written notice of the response to the request. The Unit Head shall notify the supervisor of the decision.
- D. Overtime for Nonexempt Employees On the occasion that a non-exempt employee is requested to work overtime, the supervisor shall approve the overtime in advance on the Overtime Approval Form. This form shall be submitted to the Unit's Payroll representative to be filed in the employee's personnel file.
- E. Compensatory Leave for Nonexempt Employees A Unit Head who wishes to enter into an agreement with a non-exempt employee that the employee will receive compensatory leave in lieu of cash overtime shall so indicate on the Overtime Authorization form, as described in section IV.D. above.

**APPROVED:** Jennie C. Hunter-Cevera