

UMES Procedures on Work Schedules and Timekeeping for Regular Exempt Employees

I. Purpose and Applicability

The purpose of this procedure is to establish rules for the implementation of the USM Exempt Program Policy VII – 6.10 – Policy on Work Schedules for regular Exempt Employees.

This policy pertains to all regular exempt employees.

II. Work Schedule Requirements

The normal work day for regular exempt employees is generally 8:00 a.m. to 5:00 p.m. on normal business days. The normal work schedule for regular exempt employees presumes a minimum 8 hour day and a minimum 80 hour bi-weekly pay period for full-time regular exempt employees. The work of an exempt employee is not measured solely by the hours worked but also by the work completed. Exempt employees are expected to work the hours necessary to complete assignments as required. It may be necessary, on occasion, for the employee to work more than 8 hours per day or 80 hours per pay period. Exempt employees are expected to work the number of hours to complete their work assignments without additional compensation, even if this exceeds 80 hours in a pay period. Supervisors continue to have the responsibility for maintaining work schedules and work performance.

Flexible work schedules may be permitted as long as they meet the operational needs of the University. All areas must be fully operational during normal business hours. In all instances, flexible work schedules must be approved in advance by the Vice President for Administrative Affairs.

III. Timekeeping

1. Consistent with the Fair Labor Standards Act (FLSA), USM exempt employees will note on their timesheets “D” (duty day) to record days worked.
2. Employees will report total hours worked per day and total the number of hours worked during a bi-weekly payroll period.
3. Leave will be recorded as usual. Every effort should be made to use leave in increments of four hours or more.
4. Employees shall continue to accrue annual and sick leave hours on a bi-weekly basis. Personal leave will continue to be credited at the beginning of each the calendar year. Holidays will be earned on a pro rata basis as they occur.
5. Compensatory leave time is not permitted under University policy.