



AN HONORS UNIVERSITY IN MARYLAND


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Department of Human Resources
University of Maryland, Baltimore County
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Administration Building, 5th Floor
Baltimore, Maryland 21250

MEMORANDUM

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TO: All Regular Exempt Employees

FROM: Valerie A. Thomas, Associate Vice President 

RE: Reporting of Duty Days

In March, 2000, the Board the Board of Regents approved and USM institutions implemented (BOR) VII-6.10 - Policy on Work Schedules for Exempt Employees. This policy requires Exempt employees to record time consistent with the Fair Labor Standards Act (FLSA). In accordance with FLSA and the BOR policy, Exempt employees are to be paid a standard salary as compensation for performing the work required of a job, irrespective of the actual hours work. Employees in exempt positions are expected to work the hours necessary to complete assignments on a schedule that satisfies the requirements of the job. The verification that the Exempt employee has performed the required work is shown by the designation of a "D" for duty day on the time record.

Exempt employees should be assigned reasonable work schedules. When determining work schedules for Exempt employees, it is important to keep in mind that although the work of employees in exempt positions is not measured solely by the hours worked, a full-time commitment typically requires a minimum of 80 hours per bi-weekly payroll period. Exempt employees will record Annual, Personal, Holiday and Sick Leave in full-day increments in the appropriate section of the timesheet (based on full/part-time work schedule, whatever constitutes a workday). There may be unusual circumstances (i.e., working hours in excess of the normally scheduled workweek) when management has the discretion to permit a temporary schedule change that allows the employee to be absent from work without using leave. In these instances, an asterisk (*) may be marked on the timesheet for the appropriate day, which should also be noted in the Remarks section with the explanation "employee satisfactorily completed job requirements and work schedule."

The Human Resources (HR) Department encourages employees to discuss the duty day policy and expectations with the appropriate departmental managerial staff. For guidance and questions about Exempt work schedules, please contact the HR Department at 410-455-2337.