

UMCES Policy VII-6.10

UMCES Policies

VII-6.10-UMCES Policy on Work Schedules for Regular Exempt Employees

I. Purpose and Applicability

This policy identifies the work schedule requirements for regular employees in Exempt positions.

II. Schedule Requirements

Employees in Exempt positions should be assigned a reasonable work schedule. 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 bi-weekly payroll period.

III. Timekeeping

Consistent with the Fair Labor Standards Act (FLSA), UMCES exempt employees will note on their timesheets "Duty Day" to record days worked.

IV. Working from Home

In order to meet the needs of personal circumstances, it may be advantageous to UMCES and for a regular exempt employee to work from home rather than take leave. Such arrangements must be approved by the employee's immediate supervisor, and recorded as a regular duty day.

Approval Date: 12/18/06