University Policies and Procedures

07-06.10 – HOURS OF WORK AND ATTENDANCE

Purpose

Towson University has established this policy and these implementing procedures regarding hours of work and attendance at Towson University. Faculty should consult the Faculty Handbook.

General

I. The University workweek begins at 12:00 a.m. on Wednesday and ends at 11:59 p.m. the following Tuesday.

II. The University workday begins at 12:00 a.m. and ends at 11:59 p.m.

III. The standard workday is 8:00 a.m. to 5:00 p.m., Monday through Friday with a sixty (60) minute break for lunch. All offices are to be open minimally from 8:00 a.m. to 5:00 p.m. Employees working in certain areas (e.g., Facilities Management) may work nonstandard shifts or workweeks.

Work Time Definition

I. All time in which an employee is required to be on duty, at the University, or at a prescribed workplace.

II. All times during which an employee is allowed to work whether or not the employee is required to do so.

III. Leave with pay is considered work time for the purpose of computing overtime pay or compensatory leave unless otherwise stipulated in the particular leave policy.

Breaks

I. If approved by the employee’s supervisor, up to two (2) fifteen (15) minute breaks may be allowed - one (1) in each half of the employee’s workday. These breaks, if allowed, are considered work time and are not to be used in conjunction with the lunch break or to shorten the workday.
II. Any employee who works more than five (5) hours in a day, shall take a thirty (30) or sixty (60) break for lunch. A break for lunch is not considered work time and is not to be used to shorten the workday.

Class Attendance

I. Employees who attend classes not directly related to their job or who teach classes during their scheduled work hours must use accrued leave or make up the time they are away from their required duties. Prior approval must be received by the employee’s Department Head. Class attendance or instruction can be disapproved by the Department Head in the best interests of the department. The maximum number of classes allowed in this manner is one (1) per semester.

II. For Regular employees, attendance at classes directly related to their jobs is considered work time. For class attendance to be considered work time, prior approval must be received by the employee’s Department Head with notification to the University Employer/Employee Relations Manager. Class attendance can be disapproved by the Department Head in the best interests of the department. The maximum number of classes an employee may take in this manner is two (2) per semester.

Clothes Changing and Wash Up time

Clothes changing and wash up time are to be excluded from time worked unless it is an integral part of the employee’s activities or, is required by law or rules of the University. If clothes changing is merely a convenience to the employee and is not directly related to the employee’s principal activities, it cannot be considered as work time.

Shift Change

Time spent preparing for one’s shift, or time spent briefing the next shift, if applicable, is counted as work time if the time involved exceeds five (5) minutes.

University Recognized Events

An employee attending a University recognized event (e.g., approved job related training, President’s fall address) on or off campus is considered to be on work time.

Travel Time

I. The time required for normal commuting from the employee’s home to their assigned work area for University related reasons is not work time.

II. Travel between home and a work area other than the employee’s assigned work area for approved University related reasons is considered work time if it exceeds the employee’s normal commute time by one-half (1/2) hour for a one (1) way trip.
Alternate Work Schedules

I. Purpose

The Alternate Work Schedules program allows departments and employees the ability to use non standard work schedules is to provide flexibility for the accommodations of leisure time, improvement of life satisfaction, improvement of job satisfaction, accommodation of family responsibilities, reduction of lateness and sick leave, curtailed overtime and improved productivity and service.

II. Types of Alternate Work Schedules

A. Flex Time

1. Flex time is a set up that provides “core” hours during which employees must work and a “flexible band” of hours around the “core” hours for employees to complete their scheduled hours for the day.

2. An example of flex time would be “core” hours of 9:00 a.m. to 4:00 p.m., in which all participating employees must work. Outside of the “core” hours is a “flexible band” of hours which employees have the flexibility to complete their scheduled hours for the day. The pre-“core” hours could be 7:30 a.m. to 9:00 a.m. while the post-“core” hours could be 4:00 p.m. to 5:30 p.m.

3. Under the flex time arrangement, the daily start and stop times could change for employees during the “flexible band” of hours to complete their scheduled hours for the day; however, employees are required to be present during the “core” period.

B. Flexible Hours

1. Flexible hours allow employees to have varied work hours each day or substitute one (1) work day for another. For example, an employee could work ten (10.0) hours one day and six (6.0) hours the next day; or work on a regularly scheduled day off, such as, Saturday, and substitute that scheduled day off for a scheduled workday in the same workweek, such as, Monday.

C. Split Schedule

1. A split schedule allows employees to split their workday. For example, an employee could work 8:00 a.m. to noon and then 4:00 p.m. to 8:00 p.m. in the same workday.
D. Compressed Work Week

1. The compressed workweek allows employees to reduce the total number of days worked in a pay week or pay period while still working their total scheduled hours for the workweek or pay period. An example would be a set schedule in which an employee would normally work their scheduled hours over nine (9) workdays in a pay period instead of the usual ten (10).

E. General

1. The guidelines for the Alternate Work Schedules program can be found in the Forms Repository.

2. Participation in the Alternate Work Schedules program requires the completion of the paperwork at the web site in E.1. above. The original completed paperwork must be sent to the Office of Human Resources.

3. Non-exempt employees participating in the Alternate Work Schedules program must work their scheduled weekly hours within each pay week. Exempt employees must work their scheduled hours within each pay period.

III. General

A. Annual and sick leave earned is based on the usual biweekly rate; however, when leave is used for an entire day, employees must use leave for their scheduled workday hours. For example, if an employee is scheduled to work ten (10) hours, then ten (10) hours of leave must be used.

B. Holiday leave is earned at the rate of eight (8) hours per holiday for full time employees. When taken on a University observed holiday, it will be automatically charged at the rate of eight (8) holiday leave hours. If an employee is scheduled to work more than eight (8) hours, the remaining workday hours must be charged to annual, personal, “accumulated” holiday, or compensatory leave, if applicable.

C. University observed holidays will be taken on the day designated by TU unless they occur on the employee’s scheduled day off. In that event, they will be added to the employee’s holiday leave balance.

D. The number of hours of Personal leave granted to full time participants shall be in accordance with the Towson University policy on Personal Leave.

E. All other leave will be given in accordance with TU and University System of Maryland rules, regulations, and policies.
F. Non-exempt employees who work over 40.0 hours in a pay week, must be paid cash or agree to receive compensatory time in accordance Policy on Compensatory Leave (https://inside.towson.edu/generalcampus/tupolicies/documents/07-06.12%20Compensatory%20Leave.pdf).

G. Short term alternate work schedules of one or two pay periods will be approved by the Department Head. Alternate work schedules lasting more than two pay periods will be approved in writing by the Department Head with the completion of the Alternate Work Schedules Program Agreement form and forwarded to the Office of Human Resources (OHR) for review. The form is available in the Office of Human Resources.

H. If an employee requests a return to a normal workweek, approval will only be given at the discretion of management.

I. The program may be terminated at any time at the discretion of the department or University.

J. It is the responsibility of Department Heads to ensure that their area is properly covered and their employees adhere to these guidelines. Any employee that management feels is abusing the privileges in this program, will be returned to a normal workweek for the department.

Time and Attendance Record Keeping

I. General

A. Regular web time sheets are to be completed and electronically signed by the employee, timekeeper and supervisor by 10:00 a.m., Tuesday, the last day of the pay period.

B. Contingent web time sheets are to be completed and electronically signed by the employee, timekeeper and supervisor by 12:00 p.m., Friday, the last day of the pay period.

C. Periodically, time sheets need to be completed and signed earlier than usual. When this occurs, a message will be placed on the Daily Digest and in the “A Note From Human Resources and Payroll” section on the main page of the time sheet.

II. Responsibility
A. On a daily basis, Regular Non-exempt and Contingent hourly paid employees are required to record hours worked, lunch/other breaks (outside the short work breaks outlined in Breaks above), and leave used, when applicable.

B. On a daily basis, Regular Exempt employees are required to record a “D” for duty day when required duties are performed on a day, and leave used, when applicable. Supervisors may require hours worked and lunch/other breaks (outside the short work breaks outlined in section Breaks above), to be recorded.

Contact

Contact the Office of Human Resources’ HRIS, Leave, and Attendance Unit at 410-704-6022 for more information.

Responsibility: Associate Vice President of Human Resources
Authorization: 
Date:  
Effective Date: 6/23/05