

1.421 COMPENSATION & BENEFITS

These directives about compensation, benefits, and conditions of work reference, complement, and expand upon related University System of Maryland (USM), Towson University (TU), and other controlling directives.

1.421.02 Job Classifications & Descriptions

(21.1.1, 21.2.1, 21.2.2)

- A. The USM Office of Human Resources has established a written job classification plan that includes, but is not limited to:
1. Categorization of all agency jobs by class on the basis of similarities in duties, responsibilities, and qualifications;
 2. Class specifications for every job within a class;
 3. Provisions for relating compensation to classes; and
 4. Provisions for reclassification.
- B. The Office of the Chief is responsible for:
1. Working with the TU Office of Human Resources (OHR) in order to provide information and assistance in developing and maintaining class specifications and job descriptions; and
 2. Ensuring any current job descriptions covering employee classification, but unavailable through the USM or TU web sites, are maintained on file with the agency and are available for inspection during normal business hours.
- C. The agency may periodically conduct job task analysis processes for all classes of full-time employees to serve as resources to hiring, promotion, training, and employee job performance evaluation.
- D. See also [TU 07-01.00 Job Classification & Compensation for Employees.](#)

1.421.04 Benefits Program

(22.1.1, 22.2.2, 22.2.3, 33.8.4)

- A. The university makes available certain benefits to employees. Information on these benefits can be obtained through OHR.
- B. The agency's leave program is described in **1.424 Leave & Duty Status.**
- C. Certain employee liability protections exist in statutes such as:

1. State Government (SG) § 12, Subsection 3 – **Maryland Tort Claims Act**;
2. Estates & Trusts (ET) § 13-710 – **Immunity from Civil Liability or Criminal Penalty** (when involving adult protective services);
3. Courts & Judicial Proceedings (CJ) § 5-610 – **Law Enforcement Officer Assisting Victim of Spousal Assault**;
4. **CJ § 5-610.1 – Law Enforcement Officer Enforcing Out-Of-State Order for Protection from Domestic Violence**;
5. **CJ § 5-603 – Emergency Medical Care**;
6. **CJ § 5-605 – Law Enforcement Officer Acting outside Jurisdiction**; and
7. Criminal Procedure (CP) § 2-102 – **Authority of Police Officers - In General.**

1.421.06 Salary Program - Generally (22.1.1)

USM and TU directives and any applicable collective bargaining memorandums of understanding define and describe the salary programs for all employment classifications.

1.421.08 Time Keeping Records

All employees are responsible for ensuring their time keeping responsibilities are completed consistent with time keeping system instructions and requirements.

1.421.10 Compensatory Time (22.1.1.e)

- A. Non-exempt employees may request permission to earn compensatory time (comp time) consistent with their Fair Labor Standards Act (FLSA) status and as described in Towson University Policies and Procedures [07-06.12 – Compensatory Leave](#).
- B. Non-exempt employees who want to earn comp time must complete a TU Compensatory Time Program Agreement. These forms are available in the university's on-line forms repository and the agency's [O:\Forms](#). Approved agreements:
1. Stay in effect until employees withdraw their agreement or permission to participate in the program is withdrawn by the university or the agency; and

2. Are forwarded to OHR with copies maintained in-house by the commander responsible for the agency's human resources function.
- C. All overtime hours, regardless if they are to be compensated with overtime pay or comp time, must be preapproved by a supervisor or commander.
- D. The Chief has at all times the right to control the use of compensatory time based upon fiscal, scheduling, or other operational considerations.
- E. The agency retains the right to restrict the availability of voluntary overtime and/or compensatory leave to employees who are in a sick leave verification status.
- F. Employees who want to use comp time must submit requests and obtain approvals consistent with **1.424.04 Leave Request and Authorization**.
- G. In addition to completing a **UPO.002.D Additional Duty Record** for each overtime situation, non-exempt employees will record actual hours over 40 in a pay week to be earned as compensatory leave in the Bi Weekly COMP Hours section on their timekeeping record. The actual hours will be computed as time-and-a-half earned on the Leave Statement. Earned and used compensatory leave will be tracked in the timekeeping system.

1.421.12 Overtime (22.1.1.f)

- A. The agency may require employees to work overtime.
 1. Overtime assignments will be approved as appropriate by supervisors or commanders for situations that are unusual, essential, or emergencies.
 2. Scheduled overtime events are events requiring planned, scheduled assignment of employees in overtime capacities.
 3. Non-Scheduled overtime events may be unusual, essential, or emergency situations that could not be planned or scheduled and require assignment of employees.
- B. Voluntary overtime will be announced using **UPO.050.D Authorized Overtime** and routed through a rotating sequence of units and assignments.

- C. Employees who distribute voluntary overtime opportunities or assign overtime assignments are responsible for ensuring:
 1. Overtime is distributed fairly;
 2. Employees assigned overtime are notified in a timely manner;
 3. Overtime assignments do not interfere with employees' abilities to properly perform their jobs;
 4. Employees do not sign up for overtime in conflict with their normal duty hours; and
 5. Employees are assigned to work unfilled, voluntary overtime assignments.
- D. Mandatory and voluntary overtime events are considered duty assignments for the purpose of employees' compliance with all applicable agency directives.
- E. Employees will be compensated with:
 1. Either overtime pay or compensatory leave time consistent with their FLSA classifications; and
 2. Call-back time consistent with **TU 07-04.62 On-Call & Call Back** or any applicable collective bargaining memorandums of understanding (MOUs);

1.421.14 Supplemental Pay (22.1.1.g)

- A. Officers who serve in capacities such as officer-in-charge (OIC), field training officer (FTO), and/or on-call (OC) must complete a **Supplemental Pay Approval** form for each pay period in which they served in any of these capacities.
- B. Use one form to record all instances of OIC, FTO, OC pay, etc. for each pay period.
- C. Completed forms should be submitted for approval through officers' respective chains of command by the close of each pay period.
- D. This directive does not change any requirements or procedures for the university's timekeeping system.

1.421.16 On-Call or Designee Status (22.1.1.g)

- A. Chief or designee has the authority and responsibility to designate those employees deemed eligible for on-call status.

- B. On-call status will be assigned and compensated consistent with [TU 07-04.62 On-Call & Call Back](#) and any applicable MOUs.
- C. Any lists of on-call employees will be supplied to Communications.
- D. Only supervisors or commanders may authorize on-call employees to be notified and called to duty.

1.421.18 Shift Differential (22.1.1.g)

Shift differential is paid to employees consistent with [TU 07-04.60 Shift Differential](#) and any applicable MOUs.

1.421.20 Acting Capacity (22.1.1.g)

- A. Employees in temporary assignments or acting assignments will be paid consistent with [USM VII-9.50 Policy on Temporary Assignments and Acting Appointments](#) and any corresponding TU policies.
- B. See also **2.426.08 Officer in Charge (OIC)**.

1.421.22 Shoe & Uniform Allowance (22.1.1.g)

Officers must comply with applicable MOU and university business practices to be reimbursed for certain shoe related expenses and to receive the uniform stipend.

1.421.24 Employee Assistance Program (22.2.3, 22.2.6) {Revised: 09/02/14}

- A. THE UNIVERSITY PARTICIPATES IN THE USM EMPLOYEE ASSISTANCE PROGRAM (EAP) THAT OFFERS SUPPORT FOR PERSONAL, WORK, AND FAMILY PROBLEMS TO EMPLOYEES AND THEIR IMMEDIATE FAMILY MEMBERS.
 - 1. EAP CONTACT INFORMATION IS AVAILABLE ON THE OHR WEB SITE OR THROUGH THE OHR EMPLOYEE / EMPLOYER RELATIONS MANAGER.
 - 2. EMPLOYEES MAY CONTACT THE EAP DIRECTLY WITHOUT SUPERVISORY REFERRAL OR THEY MAY BE REFERRED BY THE AGENCY THROUGH THE HUMAN RESOURCES COMMANDER TO THE OHR EMPLOYEE / EMPLOYER RELATIONS MANAGER.
 - 3. PARTICIPATION IS VOLUNTARY, CONFIDENTIAL, AND WITH NO COSTS TO EMPLOYEES OR HOUSEHOLD MEMBERS FOR ANY OF THE SERVICES.

- B. THE MD DEPARTMENT OF BUDGET & MANAGEMENT (DBM) EAP IS AVAILABLE TO EMPLOYEES WHO ARE FACING PERSONAL MATTERS THAT MAY BE ADVERSELY AFFECTING THEIR JOB PERFORMANCE.
 - 1. This EAP can be accessed only if an employee either requests or a commander refers the employee to the program through OHR.
 - 2. Employee participation is voluntary.
 - 3. Information will not be released to the agency or university without the written consent of the employee.
 - 4. Initial assessments are considered duty-time, with no fees being charged or leave charged.
 - 5. Any treatments beyond initial assessments will involve employees using accrued leave for any absences from duty and being responsible for paying any related costs.
- C. Employees who are enrolled in any of the State of Maryland PPO and POS medical plans are eligible to receive mental health, substance abuse, and EAP services through the State's contracted provider of those services.
 - 1. Employees may access these voluntary, confidential services directly and without being referred by the agency or the university.
 - 2. Information on services, fees, etc. can be found in the Benefits Guide that is distributed by the Maryland State Department of Budget and Management (DBM) during yearly benefits open enrollment periods, available on DBM web site, or in OHR.
- D. Employees with or without State healthcare benefits may also confidentially and voluntarily contact the university's Counseling Center for mental health and related assistance and possible referral to outside sources for help.
- E. Supervisors and commanders are encouraged to ensure employees are referred to the USM AND/OR THE STATE OF MARYLAND EAP WHEN PERSONAL MATTERS APPEAR TO BE NEGATIVELY IMPACTING EMPLOYEES' JOB PERFORMANCE OR EMPLOYEES OR THEIR IMMEDIATE FAMILY MEMBERS MAY BENEFIT FROM THE SERVICES OFFERED.

F. EMPLOYEES ARE ENCOURAGED TO BRING TO THE ATTENTION OF THEIR SUPERVISORS OR COMMANDERS SITUATIONS WHERE THEY BELIEVE COWORKERS MAY BENEFIT FROM EAP SERVICES.

G. The commander responsible for the training function, "training commander," is responsible for ensuring all employees in supervisory capacities are trained in EAP service programs.

1.421.26 General Health & Physical Fitness
(22.2.3, 22.3.1, 22.3.3)

A. All employees will have and maintain a level of fitness and general health that permits them to carry out their duties.

B. All job related medical, mental health, and emotional stability related examinations, tests, etc. required of applicants or employees by agency, university, or the state are provided at no cost to those persons.

C. Employees are encouraged to:

1. Have periodic physical examinations consistent with any health care benefits; and
2. Engage in a healthy lifestyle and regular physical fitness activities; and
3. Use voluntary health, recreation, and other programs that are available to them through the university or other privately available programs.

D. Commanders and supervisors are responsible for monitoring their subordinates' performance and attendance records for signs that may indicate health problems that should be brought to the attention of and addressed through the chain of command.