



EMPLOYEE HANDBOOK

2008

This handbook is for general information only and is not a statement of contractual obligation. FSU reserves the right to change, or discontinue without notice, any plan, program, benefit, term or condition set forth herein.

All USM Policies in this handbook have been italicized for ease of recognition. Amendments to these policies may be made only by the USM, or where delegated, by the Chancellor or the Chancellor's designees.

The Office of Human Resources or your supervisor can provide additional information or assistance regarding FSU policies. Changes will be made to this handbook periodically and will be updated on the OHR website and a notice will be sent to the campus community.

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INTRODUCTION

The Office of Human Resources (OHR) contributes to the University's mission of teaching, research, and public service by providing benefits and services that help to attract, motivate, and retain a highly talented, committed, and diverse workforce. To encourage excellence, the Office of Human Resources promotes fair and equitable treatment, provides continuing opportunities for training and development, values and recognizes productivity and achievement, and respects the worth and dignity of all individuals who comprise Frostburg State University (FSU).

The Employee Handbook is developed and distributed by OHR. **The Employee Handbook applies to all staff employees although portions may be superseded by collective bargaining agreements where applicable.** Employees whose actions are subject to any provisions of state or federal laws shall be governed by the provisions of the applicable state and federal laws to the extent the provisions in the Employee Handbook conflict with the applicable laws. **Employees who are represented for Collective Bargaining purposes should refer to the Memorandum of Understanding governing them for information regarding terms and conditions of employment applicable to them.**

Personnel policies may change or evolve after a publication date. Any changes to the material in the Employee Handbook will be sent to supervisors. Also, changes will be posted on the Office of Human Resources web page (www.fsu.umd.edu/hr). Please contact the Office of Human Resources if you need an explanation or clarification of any item mentioned herein (301-687-4105).

DEFINITIONS

Nonexempt Employee – If you are nonexempt, the University is required by federal law to pay you a regular hourly wage. The University is also required to pay you overtime at the rate of one and one-half times your regular hourly rate for all hours you work over forty (40) in a given workweek. Time records are required for all nonexempt staff members.

Exempt Employee – If you are exempt, the University is required to pay you a salary; salary levels for exempt staff should reflect the total compensation for all services provided. The nature of exempt work may require exempt employees to work more than regularly scheduled hours in a given workweek. Exempt employees are not eligible for overtime pay; do not complete an hourly timesheet, and are not covered by the overtime pay provisions of the Federal Fair Labor Standards Act. Exempt employees must account for ten (10) days per pay period. They may be Duty Days, paid leave days, or any combination thereof.

Contingent Status Employment - Contingent Status Employment is a non-regular status of employment for nonexempt or exempt positions in the University System of Maryland. A Contingent Status Employee is defined as a person who (1) pursuant to a written agreement, provides personal services to an institution for pay; (2) is not employed as a Regular Status employee in a budgeted position; (3) whose compensation, terms and conditions of employment are governed by the Category II Contingent Employment for Nonexempt Employees policy and a written contract and not by the USM policies generally applying to Regular Status Nonexempt and Exempt staff; and (4) has an employer-employee relationship with the institution in which the institution furnishes necessary supplies and equipment, and a place to work; has the right to control and direct the details, means and results of the performance of the services; and has the right to discharge the person from employment.

Category I Contingent Employee – Category I Contingent Employee is any contingent employee whose written agreement is for a term of six (6) months or less regardless of the percentage of time worked and regardless of whether it is seasonal or intermittent in nature. Category I Contingent employees are not eligible to receive fringe benefits.

Category II Contingent Employee – Category II Contingent Employee is defined as any Contingent Status employee whose written agreement (contract) is for more than six (6) months, but no more than twelve (12) consecutive months; and is on a full-time basis or on a part-time basis of fifty percent (50%) or more of full-time employment; and is not seasonal or intermittent in nature.

Labor Organizations – In May 2001, Governor Paris N. Glendening signed into law Senate Bill 207, legislation that expands current state law governing collective bargaining to include public institutions of higher education, including University System of Maryland (USM) institutions. The new law became effective July 1, 2001. Senate Bill 207 granted Frostburg State University employees statutory protection to organize, bargain collectively, and participate through labor organizations in decisions that affect them. Employees who are represented for collective bargaining purposes are not required to join the union representing them. All represented University employees are free to join or not join labor organizations.

AFSCME has been certified as FSU's exclusive representative for employees in the nonexempt and exempt bargaining units and MCEA has been certified as exclusive representative for the sworn police officers' bargaining unit. The contract between management and the union is commonly referred to as the Memorandum of Understanding (MOU).

However, the following employees are specifically excluded from the legislation and are not eligible to participate in collective bargaining:

1. Chief administrators or someone in a comparable position;
 2. Deputy, associate, or assistant administrators, or someone in a comparable position;
 3. Faculty members and faculty librarians;
 4. Student employees, including teaching assistants or comparable positions, fellows, or post doctoral interns;
 5. Contingent employees;
 6. An employee whose regular place of employment is outside of Maryland;
 7. An employee whose participation in a labor organization would be contrary to the State's ethics laws;
 8. Any supervisory, managerial, or confidential employee as defined in regulations adopted by the USM Board of Regents; or,
 9. Employees entitled to participate in collective bargaining under another law.
- **Managerial Employee** - A managerial employee is an employee who is engaged predominantly in executive and management functions; or charged with the responsibility of directing the effectuation of management policies and practices.
 - **Supervisory Employee** - A supervisory employee is an employee who has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or to adjust their grievances, or effectively to recommend such action, if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment.

- **Confidential Employee** - A confidential employee is an employee
 - who has access to confidential or discretionary information, which means information regarding (A) legal advice, (B) the development of policy or procedures pertaining to labor/employee relations, or (C) budget formulation and implementation.
 - whose functional responsibilities or knowledge concerning labor/employee relations makes the employee's membership in an employee organization incompatible with the employee's duties; or,
 - who performs the functions of a secretary; administrative assistant; or executive administrative assistant to a chancellor, president, vice chancellor, vice president, provost or dean.

ABOUT YOUR UNIVERSITY

Mission Statement - Summary

Frostburg State University has provided paths to success for students for over 100 years. Founded in 1898 to prepare teachers, the institution today is a public, comprehensive, largely residential regional university offering a wide array of affordable programs at the undergraduate and graduate levels. The only four-year institution of the University System of Maryland west of the Baltimore-Washington corridor, the University serves as the premier educational and cultural center for western Maryland. At the same time, it draws its student population from all counties in Maryland, as well as from numerous other states and foreign countries, thereby creating a campus experience that prepares students to live and work in a culturally diverse world.

The University is distinguished by a scenic campus encircled by mountains, its excellent academic programs, its nationally acclaimed community service programs, and its vital role in regional economic development initiatives. As a result, it holds the distinction of being one of the University System institutions most closely woven into the fabric of the surrounding area.

Frostburg State University is, first and foremost, a teaching institution in which students are guided and nurtured by dedicated, highly qualified faculty and staff. Faculty engage in wide-ranging research and scholarly activity with the ultimate goal of enhancing student learning. The academic experience of undergraduates includes a rigorous general education program in the liberal arts and sciences, including development of core skills. Major areas of specialization are offered in education, business, science and technology, the creative and performing arts, and selected programs in the humanities and social sciences. The University provides numerous opportunities for students to engage in community service, leadership development activities, undergraduate research, and internships. These activities serve as experiential laboratories in which students apply what they have learned in the classroom to real-world situations. Graduate programs provide specialized instruction for students involved in or preparing for professional careers.

Frostburg State University continues to define its core mission as providing pathways to success – in careers, in further education, and in life – for all of its graduates.

EMPLOYEES' VOICE IN GOVERNANCE

The President's Cabinet

The President's Cabinet serves as an advisory body to the president with respect to institutional planning and budgeting.

Council of University System Staff (CUSS)

The USM Council of University System Staff (CUSS) provides non-faculty employees of the University System of Maryland, who are excluded from collective bargaining by virtue of their position, with a voice in the governance of the system. Through the council, all staff have the opportunity to influence decisions affecting the System Staff's interests. FSU has two (2) representatives and two (2) alternates serving on CUSS.

More Information: <http://www.usmd.edu/Leadership/Workgroups/SystemStaff/index.html>

CAMPUS EXPECTATIONS

Equal Employment Opportunity

FSU affirms its commitment to a campus environment which values human diversity and respects individuals who represent that diversity. Fostering diversity and respect for difference is a fundamental goal of higher education, ranking among the highest priorities of this institution. In this spirit, FSU is committed to a policy of equal opportunity and to the elimination of discrimination in both education and employment on the basis of race, color, national origin, ethnic background, gender, sexual orientation, age, creed, political or religious opinion or affiliation, disability, veteran's status or marital status, in conformity with all pertinent federal and state laws on non-discrimination and equal opportunity. For more information regarding equal opportunity and compliance, individuals should contact the ADA/EEO Compliance Office (301-687-4102).

More Information: See [FSU PN 1.002 Policy on Affirmative Action and Equal Opportunity](#); [FSU PN 1.008 Non-Discrimination/Equal Opportunity](#); [FSU PN 1.004 Sexual Harassment](#); [USM VI-1.00 Policy on Affirmation Action and Equal Opportunity](#)

Sexual Harassment

The FSU community is committed to maintaining a working and learning environment in which students, faculty and staff can develop intellectually, professionally, personally and socially. Sexual harassment is inconsistent with maintaining such an environment and is a form of discrimination prohibited by federal and state law. The position of this University is that sexual harassment within the campus community will not be tolerated. Sexual harassment includes a variety of behaviors and may occur within a variety of relationships, including relationships between persons of the same or different genders or persons of equal or unequal power. Sexual harassment may be as undisguised as a direct solicitation of sexual favors or solicitation accompanied by overt threats. Harassment may also be implied by unwelcome physical contact; sexual remarks, conversations or jokes, or the display of sexually explicit materials which are inappropriate or without defensible educational purpose. Members of the university community with personal knowledge of incidents of harassment are encouraged and university employees are required to report such knowledge to the Director of ADA/EEO Compliance. All allegations of sexual harassment will be thoroughly and confidentially investigated in accordance with the University's Discrimination/Harassment Procedures. The rights of both the complainant and the respondent will be protected, including protection from retaliation. Frivolous or false reports of sexual harassment will be treated as seriously as the offense itself. Sanctions

for sexual harassment may vary from reprimand to termination of employment or dismissal from the University. In addition, an individual may be criminally prosecuted for sexual harassment.

More Information: See [FSU PN 1.004 Sexual Harassment](#); and [FSU PN 1.008 Non-Discrimination/Equal Opportunity](#)

Americans with Disabilities Act

FSU is committed to compliance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990. It is a priority of the University to ensure full participation in programs, employment and activities for all individuals. Reasonable accommodations shall be provided, upon request, to employees, students and visitors to the University. All University publications and events announcements shall contain a statement informing persons with disabilities of the procedure for requesting accommodations. New construction projects and renovations shall comply fully with all federal, state and local codes, including the Americans with Disabilities Act Accessibility Guidelines and the Uniform Federal Accessibility Standards. The University is committed to ensuring non-discrimination and to resolving any complaints related to disability in a prompt and equitable manner. The Director of ADA/EEO shall attempt to resolve complaints following the University's internal grievance procedure.

More Information: See [FSU PN 3.073 Policy on Compliance with Disability Discrimination Laws](#)

Drug-Free Workplace

FSU strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the State's and/or University's owned or utilized premises and violation of this policy will result in discipline up to and including termination from employment. As a condition of employment, employees must abide by the terms of this policy and must notify their supervisor of any criminal drug conviction no later than five (5) days after such conviction.

More information: See [USM VII 1.1 Policy on a Drug-Free Workplace](#)

Risk Management

Risk and Safety Management became part of OHR on August 1, 1999, and is responsible for:

- Developing, implementing and administering University safety and risk management programs designed to insure staff, faculty, public, and student safety;
- Eliminating or preventing risk;
- Assuring compliance with OSHA, MOSHA, and all other applicable health and safety standards; and
- Educating the campus community in accordance with the Maryland Risk Management Program.

More Information? See [FSU PN 3.023 Risk Management Policy](#)

Workplace Violence

FSU is committed to maintaining a work environment that is as free as possible from acts or threats of violence or intimidation. The safety and security of staff, faculty, students, and visitors are of vital importance. Violent or threatening behavior will not be tolerated. This policy applies to any acts of violence or threats made on FSU property, at FSU events, or under other circumstances that may negatively affect FSU's ability to conduct business. Included in this prohibition are such acts or threats of violence made directly or indirectly, by words, gestures, or symbols, that infringe on the University's right or obligation to provide a safe workplace for its employees, students, and visitors.

More Information? See [FSU PN 3.097 Workplace Violence Policy](#)

Smoke-Free Environment

Smoking is prohibited in University-owned buildings and vehicles, and tobacco products are not sold on campus. Employees who fail to observe this policy shall be subject to disciplinary action.

More Information? See [FSU PN 3.014 Smoking](#)

Electronic Mail

FSU provides electronic mail resources to support its mission of teaching, scholarly research, and public service. In support of this mission, the University encourages the use of electronic mail for the purpose of sharing information and ideas and improving efficient communication. This policy statement describes the University's policy on access to, use of, and disclosure of electronic mail, to help ensure that use of the University's resources support these goals. This Policy clarifies the applicability of state and federal laws and of other University policies to electronic mail.

FSU recognizes that academic freedom and shared governance, freedom of speech, and privacy of information are vital principles in an academic setting. FSU affords electronic mail privacy protections comparable to that which it traditionally affords paper mail and telephone communications.

Guidelines on the use of e-mail are not based on etiquette alone. Any e-mail generated by FSU employees on the university's network is presumed to be FSU property and therefore may be subject to disclosure. E-mail sent with the intent of disrupting communication or other system services is not allowed. The proliferation of electronic chain letters is abusive to the mail system and the network. Chain letters waste valuable computing resources, and may be considered harassing. You may lose your network privileges by creating or forwarding chain letters.

More Information? See [FSU PN 2.046 Responsible Computing at Frostburg State University](#)

Responsible Computing

Use of your campus network and all components of the network is not a right, but rather a privilege you gain through the University. Your campus network and many of the components that make up, or are attached to the network, are the property of the State of Maryland. Each individual user is responsible for understanding and complying with the guidelines set by FSU. In addition, users assume personal responsibility for the content of their accounts, their electronic transmissions, and their overall activities while using the campus network and attached devices, including communication that would be deemed a violation of institutional sexual harassment and/or other harassment or discrimination policies, that occurs in an electronic environment.

Use of the campus network for unlawful or criminal purposes will result in immediate suspension of your privileges on the network and components attached to the network and may result in referral to the appropriate University, State, and/or Federal authority for possible disciplinary and/or legal action. All users of University computing resources must comply with all federal, Maryland, and other applicable laws; all generally applicable University rules and policies; and all applicable contracts and licenses.

More Information? See [FSU PN 2.046 Responsible Computing at Frostburg State University](#)

Soliciting Personnel During Working Hours

FSU's procedures in regard to soliciting personnel during working hours shall be governed by and administered in accordance with *USM VII-2.20 Policy on Soliciting Personnel During Working Hours*. Employees shall have an undisturbed opportunity to perform assigned duties and responsibilities.

More Information? See [USM VII-2.20 Policy on Soliciting Personnel During Working Hours](#)

Hiring Practices

Hiring practices follow guidelines supporting equal opportunity, diversity and employment law compliance. Individuals who have been given permission to conduct a search to fill a position must contact OHR for appropriate forms, guides, and recruitment policies and procedures. FSU's Internal Policy for hiring practices and an overview of the hiring process can be reviewed in the "Search Committee Guide" published by OHR in Fall 2006 and available on the OHR website.

Proof of qualifications and skills necessary to perform the duties of a position must be evident and clearly documented for any individual hired. The individual selected for employment must meet the minimum qualifications for the position and must successfully complete a background check.

More Information? See [FSU Search Committee Guide Fall 2006](#); [USM VII-1.01 Policy on Recruitment and Selection](#)

Category I Contingent Hiring Procedures

Category I Contingent employees shall not be required to be hired through competitive recruitment or selection. A "Contingent Employment Request and One Time Payment" form must be completed and submitted to OHR. The individual selected for employment must meet the minimum qualifications for the position and must successfully complete a background check.

More Information? See [FSU PN 3.084 Hiring of Contingent Employees](#)

Form: Contingent Employment Request and One Time Payment; and Authorization to Release Information

Category II Contingent Hiring Procedures

All Category II Contingent employees shall be hired through a competitive recruitment and selection process. A "Recruitment Authorization" form and a detailed job description are submitted to OHR. After the hiring process is complete, a "Contingent Employment Request and One Time Payment" form must be completed and submitted to OHR. The individual selected for employment must meet the minimum qualifications for the position and must successfully complete a background check.

More Information? See [FSU Search Committee Guide Fall 2006](#); [FSU PN 3.084 Contingent Category II Employment](#); [USM VII-P1.00-Policy on Establishment and Assignment of Job Groups](#)

Forms: Recruitment Authorization Request; Contingent Employment Request and One Time Payment; and Authorization to Release Information

UNDERSTANDING YOUR JOB

Job Specification

Job Specification is a statement of the essential components of a job class including a summary of the work to be performed, primary duties and responsibilities, and the minimum qualifications and requirements necessary to perform the essential functions of the job. USM maintains Job Specifications for nonexempt

positions. Because these specifications are system-wide, they cannot be changed, deleted, or amended without the approval of the Chancellor. USM Job Class Specifications may be System-wide or institution specific. System-wide applies to those job classes that are commonly used at more than one institution. Institution specific applies to those job classes that are unique to a particular institution. Job specifications are available on-line at www.usmd.edu/umspp/alljobs.html; in the Library; and by calling OHR.

Position Description

A job class specification is not the same as a position description. A job class specification broadly defines a group of similar positions that have the same essential functions, qualifications, basic title and salary range. A position description specifically defines an individual employee's duties, responsibilities and the position requirements in a particular office or department. A position description is the statement of the actual duties and responsibilities that an employee performs. It is more detailed and specific than the job specification. At FSU, a Position Information Form (PIF) is used to record an employee's actual duties and responsibilities. Each employee must have a position description, or PIF, on file in OHR.

The Employer may change an employee's job-related duties. Upon initial employment and upon each significant change in duties and/or job classification thereafter, each full-time or part-time employee shall be furnished a copy of his/her position description.

Form: Position Information Form – Exempt; Position Information Form – Nonexempt

Position Reclassification for Nonexempt Employees

Reclassification of a position may occur when significant and substantial changes occur in the primary duties of the position. The employee or his/her supervisor may initiate a request for a reclassification review using the following procedures:

- The employee prepares a Position Information Form (PIF) and submits it to his/her supervisor to be reviewed for accuracy. Within five (5) workdays, the supervisor reviews the form and returns it to the employee indicating agreement or disagreement. The supervisor's signature represents an acknowledgment of the review, the accuracy of the job description, and confirmation that the employee is performing the duties described.
- The supervisor submits the PIF with documentation to OHR with a request for a position review. If the supervisor disagrees with the employee, the supervisor must provide OHR written documentation as to the reasons for disagreement and sign the form.
- OHR shall provide date of receipt acknowledgment of the request to the employee and supervisor.
- Unless an extension is agreed to between OHR, supervisor, and the employee, OHR shall complete the position review process within a maximum of thirty (30) days.
- If the process supports reclassification, the Director of Human Resources will provide documentation to the Vice President of Administration and Finance for approval.
- The Director of Human Resources shall provide written notification of the decision to the employee and supervisor.
- All job reclassification decisions shall be effective retroactive to the date OHR received the request for review.

More Information? [See USM VII-9.4 Policy on Salary Upon Transfer or Reclassification](#)

Forms: Position Information Form – Nonexempt; Personnel Request Form

Position Reclassification for Exempt Employees

Movement Within/Out of a Band

For **exempt** employees, a position may be changed in two ways, Within Band Movement and Out-of-Band Movement. Within Band Movement is defined as movement of a position from a lower level position to a higher level position or from a higher level position to a lower level position, within a band, due to a significant change in duties and responsibilities (from Broadband Compensation Policy #8(a)).

Out-of-Band Movement is movement of a position from a lower band to a higher band or from a higher band to a lower band as a result of a significant change in duties and responsibilities (from Broadband Compensation Policy #9).

To request movement within/out of a band, the department head must complete a Personnel Request Form (PRF), which states the reasons for the request, and submit it to OHR for review. The request shall be accompanied by an updated PIF (from Broadband Compensation Policy #10).

Once the PRF and the PIF are received, OHR will review the request and make a determination, in consultation with the appropriate Vice President, as to whether or not movement is appropriate. OHR shall notify the requester, in writing, of its decision within thirty (30) days from the date that the request is received in OHR.

No request for a movement within/out of a band shall be made while an incumbent is still on probation.

More Information? See [USM VII-9.4 Policy on Salary Upon Transfer or Reclassification](#)

Forms: Position Information Form – Exempt; Personnel Request Form.

Work Schedules and Overtime

For **nonexempt** employees, a work schedule is defined as the employee's assigned work hours, including starting and ending times during the day, and the days included in the employee's standard workweek. The normal standard workweek is forty (40) hours per week and runs from Monday through Friday. The administrative workweek for purposes of reporting work time begins at 12:00 a.m. on Wednesday and ends at 11:59 p.m. on Tuesday. All overtime pay is based on the administrative workweek and the Fair Labor Standards Act (FLSA). There is no guarantee of the number of hours of work in a day or week.

Specific guidelines for **nonexempt** employees:

- The Employer has the right to implement any work schedule change it deems appropriate so long as the work schedule and employee compensation comports with the Fair Labor Standards Act (FLSA).
- Employees may request and, in accordance with operational needs and with the approval of the supervisor, be approved temporary changes in their regular work schedule including flextime, "make-up" time and shift changes.
- Employees are required to record all hours worked and absences (paid and unpaid) on their timesheets.
- Employees who work an eight (8) hour day are required to take at least a thirty (30) minute unpaid lunch break. Employees, with prior approval of the supervisor, may choose a daily schedule encompassing nine (9) hours, which allows a sixty (60) minute unpaid lunch break. This break may not be used to shorten the workday.
- In accordance with the Fair Labor Standards Act (FLSA), employees shall receive 1-1/2 times their regular rate of pay for hours worked in excess of forty (40) hours per week. All hours in excess of forty (40) hours must be pre-approved by the employee's supervisor.

Specific guidelines for **exempt** employees:

Exempt employees shall 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 eighty (80) hours per bi-weekly payroll period.

- Based upon the exempt status of employees, exempt employees shall be allowed to take work breaks and lunch breaks at the option of the employee so as not to interfere with the operational needs of the University.
- Consistent with the Fair Labor Standards Act (FLSA), exempt employees will note on their timesheets "D" (duty day) to record workdays.

Shift Differential

A nonexempt employee who regularly works a qualifying shift is eligible for shift differential pay for hours actually worked subject to the conditions set forth below. A qualifying shift means a full-time or permanent part-time shift that starts at or after 2:00 p.m. and at or before 1:00 a.m. The rate of shift differential pay is one-dollar (\$1.00) per hour. Shift differential will be included in the regular rate calculation for the computation of overtime. The following provisions establish eligibility:

1. To qualify for shift differential, a nonexempt employee must be employed on a fifty percent (50%) or more basis of full-time employment.
2. Shifts and eligibility for shift differential pay are not established by the time the employee begins to work, but rather by when an established shift starts.
3. A nonexempt employee who works any part of a qualifying shift is eligible for shift differential pay on a prorated basis.
4. Shift differential is authorized for a nonexempt employee who is permanently assigned to a qualifying shift while on approved leave with pay. An employee who is on a permanent schedule of rotating shifts is eligible to claim the shift differential only for leave taken while scheduled for a qualifying shift. However, such payment of shift differential will cease after ten (10) full workdays of continuous paid leave for which there has been a shift payment.
5. In an overtime situation where the employee continues working from a non-qualifying shift into a qualifying shift, the nonexempt employee is eligible for a prorated shift differential provided the employee works at least one-half (1/2) of the qualifying shift.

On Call

Employees may be placed in an on-call status at the direction of the University. The following guidelines apply:

- An employee assigned to on-call status is eligible to receive compensation in the amount of thirty-five dollars (\$35) per day, plus appropriate wages for all hours worked. On-call pay shall be included in the computation for overtime wages.
- The employee must be accessible at all times and must immediately notify his/her supervisor if inaccessible. If inaccessible, on-call pay will be forfeited.

- An employee cannot be designated on-call for more than seven (7) consecutive days, however he/she may be on-call for twenty-four (24) hours on each of those days.
- An employee who is assigned to on-call status and cannot be reached, or does not report within two (2) hours of being contacted, will face disciplinary action and will not receive on-call pay for that day.
- Employees will not receive on-call compensation if performance of the duties is an extension of the regular workday or workweek.
- Essential employees are not automatically assigned to on-call status.

Call-Back

FSU's call-back policy applies to nonexempt employees only. The following guidelines apply:

- **Eligibility** – nonexempt employees who are required to return to work on a regularly scheduled duty day after going off duty, or are required to work on a regularly scheduled day off. Applies whether or not employee is also on on-call status.
- **Compensation** – Employee is credited with a minimum of two (2) hours compensation at the appropriate rate.
 - Travel time counts as time worked and counts toward overtime.
 - If an employee is called-back on a qualifying shift, the employee receives shift differential.
 - Pre-scheduled over-time or an extension of the regular work day does not constitute a call-back situation.

More Information? See [USM VII-4.62 Policy on On-Call and Call-Back for Classified Employees](#)

Salary

USM **exempt** and **nonexempt** pay plans govern the salaries of employees. The pay plans include salary ranges for job classes. The pay plans may only be changed with the review and approval of the USM Board of Regents upon the recommendation of the chancellor of the University System of Maryland. Copies of the pay plans are available through OHR and on OHR's web page. Questions regarding an employee's individual salary should be directed to his or her supervisor. COLA, merit pay, equity adjustments, reclassification, or movement within/out of a band (**exempt**) may result in salaries being adjusted.

The following guidelines shall be used to determine a **nonexempt** employee's salary:

- If there is an increase in the minimum salary within a salary range, all employees below the minimum shall be moved to the minimum salary within their job class.
- If there is a decrease in the maximum salary within a salary range, affected employees shall not experience a reduction in current pay.
- Unless otherwise provided by USM policy, employees whose salary exceeds the maximum of the salary range are eligible for COLA increases only, until their salaries fall within the range.

Pay Periods

FSU pay periods start on Wednesday, end on Tuesday, and are two (2) weeks in length. Timesheets are due in the Payroll Office at 10:00 a.m. on the Wednesday following the pay period end date. Regular pay dates are on the Wednesday one (1) week following the pay period end date. Contractual pay dates are on the Wednesday two (2) weeks following the pay period end date. Since all payroll checks for State of Maryland employees are produced at Central Payroll Bureau in Annapolis, Maryland, it is important for departments to meet the timesheet deadline.

Paychecks

Payroll and Employee Services is located in Room 318 of the Hitchins Administration Building. Office hours are from 8:00 a.m. to 4:30 p.m. Paychecks are available for pickup after 10:00 a.m. on paydays at the service window located on the third floor hall of the Hitchins Building. A photo ID is required when picking up your check.

Direct Deposit

If you were hired after January 1, 2001, you are required to have your paycheck deposited directly into any financial institution (bank, credit union, savings and loan).

If you use Direct Deposit, on payday you will receive an earnings statement indicating gross pay, deductions, and net pay deposited. Deposits are made to your checking or savings account as of the opening for bank business on payday. Direct Payroll Deposit authorization forms are available in OHR at x4105 or in Payroll & Employee Services at x4332.

Form: State of Maryland Payroll Direct Deposit Authorization

Timesheets

Employees are responsible for the accuracy of their timesheets. Timesheets must be submitted to the Office of Payroll and Employee Services no later than 10 a.m. on the first Wednesday in the pay period. Each timesheet is verified by the supervisor and reviewed for proper code accuracy and documentation by the department's timekeeper.

Probation

Probation is a trial period in which employees demonstrate their ability to perform the duties and responsibilities of their positions.

Specific guidelines for **nonexempt** employees:

- All newly hired **nonexempt** employees shall serve a six (6)-month probationary period.
- Upon the successful completion of probation, the **nonexempt** employee receives a salary increase.
- During the probationary period, the supervisor, with the approval of the department head and written notification to OHR, may separate the employee without reason at any time with a two (2)-week written notification. An employee has the right to appeal the rejection within five (5) workdays of receipt of the written notification on grounds of procedural deficiency.
- Under certain circumstances as described in *USM VII-1.21 Policy on Probation for Nonexempt Employee*, a promoted, transferred, or reinstated **nonexempt** employee may be placed on probation. In such cases, the employee may only be separated with cause and a thirty (30)-calendar day written notification.
- Upon the request of the Department Head or designee, the Director of Human Resources or designee may extend an original or status change probationary period for an additional six (6) months.
- **Nonexempt** employees who have completed a probationary period shall not be required to serve a new probationary period when transferring to the same position in a different department.

Specific guidelines for **exempt** employees:

- Newly hired **exempt** employees shall serve a probationary period of one (1) year.
- Under certain circumstances described in *USM VII-9.01 Policy on Implementation of Phase II-Exempt of the USM Pay Program*, promoted employees shall also be required to serve a one (1)-year probation.

- During the probationary period, the supervisor, with the approval of the Director of Human Resources, may reject an employee without reason provided there is a thirty (30) calendar day notification and the notice occurs at least thirty (30) calendar days prior to the expiration of the probationary period. In such cases, the employee has the right to appeal the rejection within five (5) working days of receipt of the written notification on grounds of procedural deficiency. Information on appeals may be obtained from OHR.

More Information? See [USM VII-1.21 Policy on Probation for Nonexempt Employees](#); [USM VII-1.22 Policy on Separation for Regular Exempt Employees](#); [VII-9.01 USM Policy on Implementation of Phase II-Exempt of the USM Pay Program](#)

Pay on Completion of Probation

Upon satisfactory completion of probation, an employee shall be given an increase in pay equivalent to the merit increase approved and funded for the fiscal year in which the probationary period is completed.

Status Change for Nonexempt Employees

An appropriate administrator may separate an employee serving a status change probationary period for cause.

The appropriate administrator shall provide to the employee and the Chief Executive Officer or designee written notice of the rejection at least thirty (30) calendar days prior to the end of the probationary period. The notice shall state the reasons for and effective date of the rejection and shall advise the employee of the right to appeal.

An employee whose job class has been changed as a result of a promotion and is rejected during a status change probationary period shall be restored to his/her former position if it is vacant or held by a temporary employee.

More Information: See [USM VII-1.21 Policy on Probation for Nonexempt Employees](#)

Status Change for Exempt Employees

During the probationary period, the responsible administrator may, at his/her discretion, reject an employee. The employee to be rejected shall be given at least a thirty (30) calendar days' written notice of the rejection or, at the discretion of the responsible administrator, shall be placed on administrative leave as described below. The notice is to be provided to the employee no later than thirty (30) calendar days prior to the expiration of the probationary period. The notification period requirement does not apply if the rejection is the result of a breach of discipline or of such gross incompetence as to jeopardize essential services. An employee may grieve the rejection on probation for the purpose of showing that the rejection is procedurally deficient or in violation of law.

At the option of the University President or designee, an employee who has been notified of a period of notice of separation, may be placed in an administrative leave with pay status for any part or all of the period of notice. In this case, the employee shall not earn other paid leave (annual, sick, holiday, personal) during the period of administrative leave. Alternatively, the University President or designee may assign alternate duties and responsibilities to an employee who has been notified of a period of notice of separation for any part or all of the period of notice.

More Information: See [USM VII-1.22 Policy on Separation for Regular Exempt Employees](#)

Performance Evaluation

FSU shall use the Performance Management Process (PMP) for evaluating the performance of all regular exempt, nonexempt and Category II Contingent Employees.

PMP Process

A discussion of expectations between the supervisor and the employee should take place at the beginning of the rating period. There should be continuous communication and feedback throughout the year between the employee and the supervisor. There should be a discussion between the supervisor and the employee at the end of the rating period on achievements and methods for improvement.

Evaluation Process

Employees shall receive a performance review at least once every twelve (12) months. Evaluation ratings for the past year and discussions of expectations for the coming year must be completed by March 30 each year.

Initial discussion of expectations and performance reviews may be conducted more frequently when appropriate (e.g. a new employee, employee transfers to a new job, changes in performance level during the evaluation period).

Employees shall be informed at the beginning of the performance period or upon hire of the objectives and factors on which their performance will be evaluated.

More Information? See [USM VII-5.20 Policy on Performance Evaluation Program](#)

Forms: Performance Management Process Nonexempt Employee/Physical Plant Performance Review Form (Excluded from Bargaining Unit); Performance Management Process Exempt Employee Performance Review Form; Performance Management Process Nonexempt Clerical/Administrative Employee Performance Review Form (Excluded from Bargaining Unit); and Performance Management Process Officer/Executive Performance Review Form; Performance Management Process Nonexempt Police Officer Employee Performance Review Form

Progressive Corrective Discipline

Department managers and supervisors should inform **nonexempt** employees of FSU rules and regulations. Disciplinary action should be taken as soon as possible after a work rule violation or unacceptable behavior. For repeated but relatively minor incidents of substandard performance, misconduct, or rule violations, corrective counseling and discipline should be progressive. The normal sequence of action is:

1. Counseling or Initial Discussion;
2. Verbal Reprimand;
3. Written Reprimand;
4. Suspension without pay; and
5. Discharge from University service.

Depending on the severity of the case, action may begin at any of these steps. Any action involving suspension or discharge requires prior review by the Director of Human Resources or her/his designated representative.

Offenses are any willful, deliberate, or negligent acts or violations of University policies or rules of such a degree that continued employment of the offending individual may not be desirable. The following are examples of some offenses that may subject an employee to corrective action. This list is not all inclusive.

- Poor performance of duties, including failure to follow instructions or to maintain established standards of workmanship or productivity.
- Insubordination or willful disobedience including refusal to accept instructions from supervisors or other proper authorities.
- Use of profane or abusive language on FSU premises, or actions that may be discourteous or harmful to others.
- Threats, fighting, or other physical action against another person while on University premises, including abusive, unruly, indecent or obscene conduct.
- Continued absences or excessive tardiness that exhibit a pattern or trend.
- Failure to inform the supervisor when leaving the work station, or failure to report back to the work station at the scheduled conclusion of a work break or meal period.
- Failure of an absent employee to notify the supervisor on each day of absence.
- Failure to adhere to FSU or departmental safety policies or procedures, including failure to immediately report an accident on FSU premises involving an on-the-job injury or property damage.
- Unauthorized or improper use of FSU funds or property.
- Being in an unfit condition to perform the duties of the job, including sleeping on the job, or working under or suspected of working under, the influence of drugs or alcohol.
- Willfully falsifying any FSU records.
- Behavior that compromises another's safety or privacy, or discloses confidential FSU information to unauthorized persons.

Steps

Counseling or Initial Discussion: Normally, initial disciplinary action should be in the form of an oral discussion, especially for minor rule violations.

Verbal Reprimand: If the initial discussion fails to produce the desired results, a verbal reprimand is normally the next step. Supervisors should maintain a complete and accurate written notation of the reprimand.

Written Reprimand: A Written Reprimand involves both a formal interview with the employee by the supervisor and an official memorandum to the employee emphasizing the negative effect of the employee's conduct or work performance on her/his record.

Suspension: "Suspension" means the interruption (without compensation) of the active employment status pending an investigation and decision as to the extent of disciplinary action; or suspension may be disciplinary action in itself.

Discharge or Release: In cases other than serious offenses, release from employment should be used as a last resort. When it becomes necessary to release an employee, the employee, in effect, will have been released based on the record he/she has established.

At each step in this sequence, except discharge, the supervisor should:

1. State the problem and ask the employee what caused it.
2. Explain the error or work rule violation to the employee.
3. Tell the employee what is expected of him/her.
4. Indicate that it is the employee's responsibility to correct his/her behavior/performance.
5. Answer questions relating to the violation.
6. Tell the employee specifically what he/she can expect in the event of future similar work rule violations.
7. Set a follow-up date to review behavior/performance.

Summarize the interview on the appropriate disciplinary action notice. Obtain the employee's signature on the notice. Provide the employee with a copy. Advise the employee that a copy of the notice will be placed in his/her personnel folder.

Grievances

Legitimate problems and differences of opinion may develop between employees and their supervisors. Individuals are encouraged to try to resolve these differences in an informal manner during the normal course of business and are encouraged to talk to their supervisors. When matters cannot be resolved informally, **nonexempt** employees may use the formal grievance procedure if their complaint regards the interpretation and application of a University policy or rule. Working with their supervisors, **exempt** employees may use a problem-solving process. Employees seeking to file a grievance should obtain from OHR detailed information on the guidelines that apply to the grievance procedure and consult *USM Policy VII-8.00*. The following summary outlines the basic steps involved in the grievance procedure:

- Grievances must be filed in writing to the department head within thirty (30) calendar days of the action involved or within thirty (30) calendar days of the employee having had reasonable knowledge of the act. The First-Step Hearing will be arranged by the department head within five workdays after receipt of the formal grievance.
- If the employee is not satisfied with the written decision that resulted from the meeting, the employee may file for a second-step hearing within five workdays after receipt of the written decision. The second-step hearing is heard by the Director of Human Resources within ten (10) workdays of receipt of the request. A written decision shall be issued to the employee within fifteen (15) workdays after the hearing.
- If the grievance is still unresolved, the employee has the right to submit the grievance to either arbitration or to the Office of Administrative Hearings within ten (10) workdays after the receipt of the decision resulting from the second-step hearing. Costs of the third step shall be assumed equally between the University and the employee. In either case, the Office of Administrative Hearings shall make the final decision that shall be binding on both parties.

More Information? See [FSU PN 3.010 Employee Grievance; USM VII-8.00 Policy on Grievances for Exempt and Nonexempt Staff Employees](#)

Special Action Appeals

Nonexempt employees faced with charges for removal, disciplinary suspensions, involuntary demotions, and rejection on probation may use the special action appeal process. All special action appeals must be filed with OHR. The Director of Human Resources shall review the appeal and determine the proper disposition. Detailed information on the process is available through OHR and in *USM VII-8.10*.

More Information? See [USM VII-8.10 Policy on Special Action Appeals for Classified Employees](#)

Reassignment

An employee's ongoing duties and responsibilities may be changed or modified by his or her supervisor at any time. Unless there is an emergency situation, the supervisor shall provide the employee with a written notice two (2) weeks before the reassignment takes place. Also, the supervisor shall work with the employee to develop a revised job description and forward the revised description to OHR.

- Reassignment can move a **nonexempt** employee from one position in a given class to another position in the same class. Failure of a **nonexempt** employee to accept a reassignment shall result in disciplinary action.

- In the case of the **exempt** employee, the supervisor shall consider the employee's knowledge, skill, abilities, and salary in making a reassignment to another similar or comparable position. Failure of an **exempt** employee to accept a reassignment shall be considered an immediate voluntary resignation.

More Information? See [USM VII-9.51 Policy on Reassignment for Regular Exempt Employees](#)

Acting Capacity Pay

When an employee is appointed to a higher level position on a temporary basis, the employee is in acting capacity and shall be eligible for acting capacity pay beginning on the twenty-first (21st) consecutive calendar day of work in the acting capacity, retroactive to the first day that the employee served in the acting capacity.

The employee is eligible for a salary increase of not less than six percent (6%). Upon conclusion of the acting appointment, the employee's salary reverts to the employee's last regular salary rate in effect prior to the acting appointment, subject to adjustment for any intervening salary adjustments, other than acting capacity pay, that have occurred. An employee who is in acting appointment status must meet the minimum qualifications of the position to which he or she is appointed.

Dual Employment

A current FSU employee may be asked or may volunteer to serve the University in a capacity additional to his or her primary duty. Supervisory approval by the primary supervisor and vice-president is required in all instances. When such need arises, the guidelines set forth in the Dual Employment Policy must be applied. Prior to employment, affected parties must complete the "Dual Employment Certification" form and return the completed form to OHR.

More Information? See [FSU PN 3.099 Dual Employment Policy, Exempt and Nonexempt Employees](#)

Form: Dual Employment Certification

Training and Development Program

In a higher education learning environment, the skills and knowledge of our workforce are among our greatest competitive assets. Now, more than ever, continuous learning and development are key to keeping FSU and its employees at the leading edge.

In cooperation with other USM institutions, FSU launched SkillSoft e-learning program for faculty and staff in November 2004. The SkillSoft program provides a wonderful opportunity for employees to enhance existing skills and to learn new skills, all as close as their desktop computer and at no charge.

Available 24/7 and 365 from a computer with Internet access, the SkillSoft program includes an extensive catalog of interactive courses in information technology skills, business skills, and interpersonal skills. SkillSoft also provides online access to books, real world simulations, workshops, seminars and mentoring.

OHR expects that training and development programs will enhance your personal growth while at the same time creating value for the University. In addition to courses and presentations that are available, SkillSoft e-learning will allow employees to create their own knowledge quest for success. With e-learning you can build your own career by increasing your knowledge and skills at your own pace.

Personnel Records

If you wish to view your official employment records in your central personnel file, you must make an appointment with OHR. All files shall be reviewed in OHR in the presence of the Director of Human

Resources or designee. At the time of review, employees may be required to initial and date all records in the file.

Central personnel files are confidential to the employee and the University. They will not ordinarily be released to anyone outside the University unless the employee supplies a notarized written statement releasing the file (or a part of it), or unless required by law.

The following records in your personnel file will be available for your review:

- Employment application and/or resume;
- College transcripts;
- Job description or Position Information Form (PIF);
- Records relating to hiring, promotion, demotion, transfer, reassignment, layoff, compensation, education and training;
- Letters of recognition;
- Disciplinary documents;
- Performance evaluations (PMPs); and
- Documents relating to separation from employment.

Disciplinary Documents

After twenty-four (24) months without any further disciplinary action and upon request of the employee, counseling session memos and verbal warnings shall be expunged from the employee's official personnel file.

More Information? See [USM VII 6.02 Policy on Personnel Files for Nonexempt and Exempt Staff Employees; FSU PN 3.102 Procedure on Maintenance of Personnel Files for Frostburg State University](#)

Employing Members of the Same Family (Nepotism)

Members of the same family are eligible for employment at FSU. However, a supervisor-subordinate relationship shall not exist between family members nor shall one (1) member of a family assume for the other the role of advocate or judge with respect to conditions of employment or promotion. If members of the same family are recommended to work for the same supervisor, the arrangement must be approved in advance by the institution's chief executive officer or designee. Where possible, members of the same family assigned to the same supervisor should not work in the same building and should always work different shifts. An "Employment of Members of the Same Family (Nepotism)" form must be completed.

More Information? See [USM VII-2.10 Policy on Employment of Members of the Same Family \(Nepotism\) for Classified and Administrative Personnel](#)

Form: Employment of Members of the Same Family (Nepotism)

Employee and Applicant Disclosure of Conduct

The purpose of this policy is to set forth FSU's policy on employee and applicant disclosure of misconduct and to protect those individuals from retaliation in the form of adverse personnel action for disclosing what they believe to be certain unlawful, wasteful, or hazardous practices. An employee shall disclose all relevant information regarding evidenced misconduct to the Chief Executive Officer or designee of FSU in a signed written document within one (1) year of the day on which he/she knew or reasonably should have known of the misconduct. In consultation with the Maryland Attorney General's Office, the Chief Executive Officer or designee shall consider the disclosure and take whatever action he/she determines to be appropriate under the law and circumstances of the disclosure.

If an employee or applicant believes that he or she has been retaliated against in the form of an adverse personnel action for disclosing information regarding misconduct under this policy he/she may file a written complaint requesting an appropriate remedy. A complaint shall be filed with the appropriate Chief Executive Officer or designee within thirty (30) calendar days from the effective date of the adverse personnel action or from the date on which the employee or applicant should reasonably have had knowledge of the adverse personnel action.

More Information? See [USM VII-2.30 Policy on Employee and Applicant Disclosure of Misconduct](#)

Employee ID Pilot Program

While no employee is *required* to display an ID badge at this time, *all* staff are *encouraged* to display their Frostburg State University ID photo badges.

LEAVE POLICIES

Holiday Leave

University employees are entitled to eleven (11) paid holidays per year and twelve (12) holidays during years of general or congressional elections. These holidays include the following:

New Year's Day	January 1
Martin L. King's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Friday after	4 th Friday in November
Christmas Day	December 25
Election Day	1 st Tues. in Nov./even years

In addition, employees receive three (3) administrative leave days. The actual dates of observation for the holidays and administrative leave vary from year to year. Employees may find the current year listing of observed dates on the University personnel web page and in the campus directory.

Specific holiday guidelines are as follows:

- Part-time employees on at least a 50 percent (50%) basis shall earn holiday leave on a prorated basis.
- When a holiday falls on a Saturday, it is earned the Friday before, and when a holiday falls on a Sunday, it is earned on the following Monday.
- An employee may be required to work on a holiday to perform necessary duties. When this occurs, the employee normally is granted the holiday on a different day. Occasionally, due to work demands the employee shall be paid holiday pay in lieu of taking the holiday.
- Employees shall be paid for any unused holiday leave that has been earned as of the date of separation.

Holiday Termination Payment

Employees, who leave their employment at the University for any reason, are entitled to be paid for any unused holiday leave that has been earned as of the date of separation. If a holiday is taken and the employee severs employment before the holiday is earned, the employee will pay back the holiday upon severance.

More Information? See [USM VII-7.30 Policy on Holiday Leave for Regular Exempt Employees](#)

Personal Leave

Employees are entitled to three (3) days or twenty-four (24) hours of personal leave per calendar year. Any personal leave that is unused at the end of the calendar year shall be forfeited and shall be contributed to the USM Leave Reserve Fund.

Specific personal leave guidelines:

- Part-time employees working fifty percent (50%) or more shall receive personal leave on a prorated basis.
- Employees shall notify supervisors before taking personal leave. Unless a critical staffing shortage occurs, personal leave shall be granted.
- Personal leave for **nonexempt** employees must be taken in one (1)-hour increments. **Exempt** personnel shall take Personal Leave in full-day increments.
- Requests for personal leave to attend religious observances shall be honored.
- At the time of separation from service, employees will not be paid for any unused personal leave.

More Information? See [USM VII-7.10 Policy on Personal Leave for Regular Exempt Employees](#)

Annual Leave

Annual leave shall be available only to the extent earned, provided that dates of such leave have been approved in advance by the employee's supervisor. Specific information applying to both **nonexempt** and **exempt** employees' annual leave:

- Part-time employees working on at least a fifty percent (50%) basis shall earn annual leave on a prorated basis.
- An individual leaving employment shall be paid for any earned but unused annual leave that has been credited and is available for use on the day of separation.
- Time taken as annual leave must have the approval of the supervisor.
- Supervisors have the right to refuse a request for annual leave.
- If an employee's request for annual leave is denied, the employee may request through their supervisor payment for annual leave in excess of the maximum accumulation. Such requests shall be accompanied by the employee's written request for leave as well as the written response from the supervisor stating why the leave was denied. The Director of Human Resources reviews all requests for payment of denied annual leave.
- When an employee transfers to another institution within the University System of Maryland or to another department, or from the State of Maryland to FSU, all unused accumulated annual leave shall be transferred with the employee.

Annual Leave for Exempt Employees

Annual Leave for Exempt employees is governed by *USM VII-7.01 Policy on Annual Leave for Regular Exempt Employees*, and is subject to all the terms and conditions set forth therein with the following modification:

A maximum of fifty-five (55) workdays of annual leave may be carried into a new calendar year by all full-time exempt employees. This maximum will be pro-rated for employees working fifty percent (50%) or more.

Full-time exempt employees earn twenty-two (22) days of annual leave per calendar year that shall accumulate on a bi-weekly basis from the beginning of employment. Beginning with the twenty-first (21st) year of USM and/or State of Maryland employment annual leave shall be earned at the rate of twenty-five (25) days per calendar year. Part-time exempt employees working fifty-percent (50%) or more shall earn annual leave on a pro-rated basis.

Annual Leave for Nonexempt Employees

Annual leave for Nonexempt employees is governed by *USM VII-7.00 Policy on Annual Leave for Administrative and Classified Personnel* and is subject to all the terms and conditions set forth therein.

Annual leave for full-time nonexempt employees will be earned according to the following schedule:

From 0 to 6 months:	Leave is earned but cannot be used until the employee completes six months
Beginning with the 7 th month through the completion of the 4 th year:	10 days
Beginning with the 5 th year through the completion of the 10 th year:	15 days
Beginning with the 11 th year through the completion of the 20 th year:	20 days
Beginning with the 21 st year and thereafter:	25 days

A maximum of fifty (50) workdays of annual leave may be carried into a new calendar year by all full-time nonexempt employees. This maximum will be pro-rated for employees working fifty percent (50%) or more.

More Information? See [USM VII-7.01 Policy on Annual Leave for Regular Exempt Employees](#); [USM VII-7.00 Policy on Annual Leave for Administrative and Classified Personnel](#)

Sick Leave

Employees earn fifteen (15) days of sick leave per year. Part-time employees on at least a fifty percent (50%) basis earn sick leave proportionate to their employment. Sick leave may be accumulated without limitation. There is no compensation for unused sick leave at termination of employment. However, if you retire from the Maryland State Retirement and Pension Systems, directly upon terminating employment, you will receive additional creditable service for your accumulated sick leave, which would increase the amount of your benefit.

More Information? See [FSU PN 3.094 Sick Leave for Exempt & Nonexempt Employees](#); [USM VII-7.45 Policy on Sick Leave](#)

Verification of Use of Sick Leave

A Supervisor may require an employee to submit written documentation of an illness, injury, or disability. If the supervisor determines that written documentation will be required, the supervisor must notify the employee in writing in advance of the requirement.

Care of Immediate Family Members

A maximum of fifteen (15) days of earned sick leave per calendar year may be used to provide medical care to a member of an employee's immediate family. Sick leave may also be used to take a family member to a medical appointment, which cannot be scheduled during non-work hours. An employee may be required by his or her supervisor to provide written documentation of the need to be absent due to illness or injury of or a medical appointment for a member of the employee's immediate family. Immediate family includes spouse, child, stepchild, grandchild, mother, father, mother-in-law, father-in-law, brother, sister, grandparent,

brother-in-law, sister-in-law, other relative who is a permanent resident of the employee's household, or legal dependent irrespective of residence.

Birth or Adoption of a Child

An employee may use sick leave if she is temporarily disabled during pregnancy or childbirth. Written documentation of the need to be absent signed by a qualified practitioner is required. In addition, an employee may use up to a maximum of thirty (30) earned sick days following the birth or adoption of a child. If both parents are employees of FSU, sick leave for this purpose is available to only one (1) parent.

Death of a relative

For the death of a close relative, the Department Head or designee (normally the immediate supervisor) may grant the use of up to five (5) days of accrued leave. If the death of a close relative requires an employee to travel requiring staying away from home overnight, upon request the Department Head or designee (normally the immediate supervisor) may grant the use of up to a maximum of seven (7) days of accrued leave for this purpose.

Close relative means a spouse, child, step-child, foster child, mother, father (or someone who took the place of a parent), mother-in-law, father-in-law, grandparent of the employee or spouse, grandchild, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, or other relative who permanently resided in the employee's household.

The Department Head or designee (normally the immediate supervisor) may grant the use of up to a maximum of one (1) day of sick leave for reasons related to the death of the employee's or his/her spouse's aunt, uncle, niece, or nephew.

Advanced Sick Leave

An employee who is unable to work due to a serious temporary disability or personal illness may be eligible to borrow advanced sick leave. Advanced sick leave is not an entitlement. At the discretion of the Director of Human Resources, advanced sick leave may be granted in increments of fifteen (15) days for each calendar year of the employee's USM/state service up to a maximum of sixty (60) days during a calendar year. While on advanced sick leave, the employee continues to earn sick leave and annual leave, which are applied to the employee's absence as they are earned. Personal leave and holiday leave are also credited toward advanced sick leave. Advanced sick leave must be paid back upon the employee's return to work or upon the employee's separation from service. Upon returning to work, the minimum rate of repayment is one-half of the rate at which the employee earns sick leave and annual leave. To be eligible to receive advanced sick leave, the employee must meet the following requirements:

- Have at least six (6) months of continuous service with USM and, if applicable, completed probation.
- Have a satisfactory record of work performance and sick leave usage.
- Have exhausted all available paid leave.

Extended Sick Leave

Extended sick leave is leave with pay that may be requested by an employee who is unable to work due to a serious temporary disability or personal illness. Such leave may be granted up to a maximum of twelve (12) months during an employee's entire USM service or state service. Extended sick leave is not an entitlement and is granted at the discretion of the Director of Human Resources. While on extended sick leave, the employee continues to earn sick leave and annual leave, which are applied to the employee's absence as they are earned. Personal leave and holiday leave are also credited to the employee's absence. When returning to work, the employee does not need to repay extended sick leave. To be eligible to receive extended sick leave, the employee must meet the following requirements:

- Have at least five (5) years of USM or state service.
- Have a satisfactory record of work performance and sick leave usage.
- Have exhausted all available paid leave, including advanced sick leave.

Leave Reserve Fund

The USM administers a Leave Reserve Fund composed of unused personal leave. An employee with a serious temporary disability or personal illness may request to use leave from the Reserve Fund. The request cannot exceed one day for every month of creditable service as defined by the Maryland State Retirement and Pension System. The Director of Human Resources reviews the request and may submit it to the USM Reserve Fund for consideration. To be eligible to receive leave from the Leave Reserve Fund, the employee must meet the following requirements:

- Have at least one (1) year of USM service.
- Have a satisfactory record of work performance and sick leave usage.
- Have exhausted all available paid leave, including advanced sick leave, extended sick leave, compensatory leave, and personal leave.

More Information? See [USM VII-7.11 Policy on Leave Reserve Fund for Administration and Classified Employees](#)

Accident Leave

Accident leave is leave with two-thirds of the employee's regular pay. An employee who is injured while at work and is unable to return to work as a result of the work accident, may be eligible to receive up to six (6) months of accident leave. Accident leave may be granted for up to an additional six (6) months if a physician selected by FSU certifies that the employee continues to be disabled. In addition, an employee has the right to file a claim with the Workers' Compensation Commission. For an employee to be eligible to receive consideration for accident leave, the following steps should be taken:

- The injury is within the guidelines of the Maryland Workers' Compensation Act.
- The employee reports the injury immediately to his or her supervisor. (The employee's supervisor is responsible for submitting a report of the accident to the Director of Human Resources within twenty-four (24) hours following the injury.)
- Within three (3) workdays of the injury, a physician must examine the employee and certify the employee is disabled.

More Information? See [USM VII-7.40 Policy on Accident Leave for Exempt and Nonexempt Personnel](#)

Family and Medical Leave

Family and Medical Leave shall be governed by and administered in accordance with *USM VII-7.50 Policy on Family and Medical Leave*. The following guidelines shall apply:

- When an employee requests and is granted leave for reasons defined as “qualifying events” under the Family and Medical Leave Act (FMLA), the employee may use accrued sick leave, to the extent it is accrued and available, for any portion of that leave.
- In all instances where leave is granted pursuant to the FMLA, employees must exhaust all accrued paid leave including sick, personal, annual, and holiday prior to moving to unpaid Family and Medical Leave.
- Advanced sick leave shall only be granted for the illness of the employee.
- FMLA will be administered on a calendar-year basis.

OHR is designated as administrator of Family and Medical Leave and all questions regarding the policy should be referred to the Benefits Coordinator. Supervisors shall immediately notify OHR of any employees in their department who have requested sick leave or family and medical leave due to a qualifying event.

More Information? See [USM VII-7.50 Policy on Family and Medical Leave](#)

Leave of Absence Without Pay

Under certain circumstances, an employee may be eligible for voluntary leave without pay. A primary consideration in granting leave of absence without pay is that it shall advance the institution's mission or enhance the ability of the individual to support that mission. Leave without pay may also be granted for personal or health reasons. All accrued leave must be exhausted and each case shall be determined on an individual basis. At the completion of the short-term leave, the employee shall return to his or her former position. An employee may be eligible for long-term leave without pay of up to two (2) calendar years.

Guidelines for leave are presented in *USM VII-7.12 Policy on Leave of Absence without Pay*.

Specific guidelines for leave without pay exceeding thirty (30) days are as follows:

- Only employees who have completed at least twelve (12) months of USM service and have a satisfactory work performance and leave usage record are eligible.
- Leave without pay shall only be granted if the leave does not impact negatively on work operations. Supervisors shall require the employee to use other leave including personal leave, holiday leave and annual leave before granting leave without pay.
- Leave without pay exceeding thirty (30) days is granted at the recommendation of the department head and at the discretion of the Director of Human Resources.
- Except in the case of on-the-job injury, all employee benefits including the accrual of leave are suspended during the period of leave without pay. An employee may maintain health benefits if the employee agrees to pay the full cost of the premium.
- Except in the case of a layoff where an employee loses his or her position, the employee, at the termination of the leave, returns to his/her former position or to another equivalent position within the same department with the same terms and conditions of employment that he or she enjoyed prior to taking the leave. Also, the employee's salary on returning to work shall be consistent with any pay decreases or increases that occurred during the leave without pay.
- An employee's failure to return to work on the agreed upon date shall be considered a resignation.

More Information? See [USM VII-7.12 Policy Leave of Absence without Pay](#)

Inclement Weather and Emergency Conditions

In emergency situations such as extreme weather conditions, the campus may be closed. In such cases, announcements will be posted on the campus voice mail system (301-687-4000, ext. 2) and campus web site (www.frostburg.edu) after 6:00 a.m. Local radio/television stations will also be notified in the event of a closing or delay. These stations include:

WFWM (91.9 FM)
WFRB (105.3 FM/560 AM)
WNTR/WROG (1230 AM/102.9 FM)
WCBC/W107 (1270 AM/107.1 FM)
WTBO/WKGO (1450 AM/106.1 FM)
WKLP/WQZK (94.1 FM/1390 AM) Keyser
WDZN (100.1 FM)
WLIC/WAIJ (97.1 FM/90.3 FM)
WKHJ (104.5 FM) Oakland
WMSG (1050 AM) Oakland
WWHC (92.3 FM) Oakland
WHAG-TV, NBC 25 Hagerstown

If the campus is closed before the start of normal work hours, all regular nonessential employees are considered to be on paid administrative leave. Contingent employees have the option of using accrued leave or leave without pay. If the campus is closed after the start of normal work hours, all regular nonessential employees are on paid administrative leave for the remaining work hours. Employees who did not report to work and who are not on previously approved leave shall have the option of either using accrued leave or being placed on leave without pay. Contingent employees have the option of using accrued leave or leave without pay for the remaining work hours. Essential employees shall follow protocols established by their individual departments. Essential employees who fail to report to work shall not be paid for the day. Individuals who are unsure of their status should check with their supervisors to determine if they are essential or nonessential employees.

Liberal Leave

Occasionally, due to emergency situations such as hazardous weather or highway conditions, FSU may announce the option for nonessential employees to take liberal leave, or to come to work. If an employee chooses not to come to work, the absence from work is charged to his or her available paid or unpaid leave. FSU honors liberal leave when it is in effect for Allegany and/or Garrett County governments. Employees using liberal leave are expected to notify their supervisor immediately. Essential employees must report to work. Individuals who are unsure of their status should check with their supervisors to determine if they are essential or nonessential employees. Employees housed at the University System of Maryland at Hagerstown should check with their respective offices.

Administrative Leave

When special circumstances require, the President or designee may authorize administrative leave with pay. Such leave may be granted to all regular nonessential employees when special circumstances like extreme weather conditions require the closing of campus or, on a limited basis, may be granted to an individual or group of employees to participate in an employee organization event. The department head must submit written requests for administrative leave to the Director of Human Resources at least thirty (30) calendar days before the need for the leave. The Director of Human Resources must review all requests.

More Information? See [USM VII-7.20 Policy on Administrative Leave for Administrative and Classified Personnel](#)

Jury Duty and Leave for Legal Actions

Jury service and legal actions leave for employees is governed by *USM VII-7.21 Policy on Jury Service*, and *USM VII-7.22 Policy on Leave for Legal Actions* and is subject to all the terms and conditions set forth therein with the following modification to *USM Policy VII - 7.21*:

- Employees who are dismissed from jury duty and leave for legal actions will be expected to return to work for the balance of their scheduled workday if the amount of time left in the employee's work day exceeds three (3) hours.

Employees called for jury duty or legal action must notify his/her supervisor immediately. If jury duty and leave for legal action interferes with the necessary work of the department, the department head can make a written request to the court to have the employee excused from jury duty.

The employee may be required to provide documentation to verify his or her attendance at jury duty and leave for legal actions.

More Information? See [USM VII-7.21 Policy on Jury Service for Administrative and Classified Personnel](#); and [USM Policy VII-7.22 Policy on Leave for Legal Actions](#)

Military Leave

An employee who is a member of the Army, Navy, Air Force, Marine or Coast Guard is entitled to a leave of absence for military training for a period of up to fifteen (15) workdays per calendar year without loss of pay or leave. This leave is prorated for part-time employees who work at least fifty percent (50%) of the time. Before military leave is granted, the employee must submit to his/her supervisor a copy of the military orders stating the dates of active duty.

If an FSU employee is called to active military duty during a national or international crisis or conflict, an employee may elect to use accrued leave to remain on the payroll. In the absence of such an election, or upon the exhaustion of accrued leave, an employee will be placed on leave without pay status.

While on the active payroll, a reservist will have the same benefit deductions, unless the reservist files an Active Employee Enrollment Form to cancel any or all benefits within sixty (60) days of entry into Active Duty. A copy of the military papers must be submitted with the Active Employee Enrollment Form. If the Active Employee Enrollment Form is not completed to cancel any or all deductions, the same deductions will continue as long as the employee remains on active payroll. When the military reservist goes on a "Leave Without Pay" status, the employee may elect to continue benefits as a "Military LAW" employee. The employee should complete the "COBRA/LAW/Contractual/Part-time" Enrollment Form. The Institution Benefits Coordinator and Fiscal Officer should complete the agency verification portion of the form and identify the employee as "Military LAW" on the form. The Fiscal Officer should also complete the appropriate fiscal designation portion of the form.

More Information? See [USM VII-7.24 USM Policy on Call-up to active Military Duty During A National or International Crisis of Conflict for USM Exempt and Nonexempt Staff Employees on Regular Status](#)

Forms: Active Employee Enrollment Form; COBRA/LAW/Contractual/Part-Time Enrollment Form.

Leave for Disaster Service

FSU grants leave for disaster service in accordance with *USM VII-7.26 Policy on Leave for Disaster Service*. All requests for leave must meet the following criteria:

1. Be certified by the American Red Cross as a disaster volunteer; or
2. Have had the American Red Cross request his/her services for a Level II or greater disaster.

More Information? See [USM VII 7.26 Policy on Leave for Disaster Service](#)

Leave to Attend Grievance Hearings

FSU grants leave time specifically for the time that you will be attending the hearing. To be eligible for this leave, you must report to work on the date of the hearing, at your regular work time, and leave work thirty (30) minutes prior to the start of the hearing. Also, you must report back to work immediately following the hearing. On your timesheet, please include a note in the "Remarks" section indicating the exact time that you are away from work to attend the hearing.

Leave to Attend Workers' Compensation Hearing

FSU grants leave time specifically for the time that you will be attending a Workers' Compensation hearing to which you are a party. To be eligible for this leave, you must report to work on the date of the hearing at your regular work time, and leave work thirty (30) minutes prior to the start of the hearing. Also, you must report back to work immediately following the hearing. On your timesheet, please include a note in the "Remarks" section indicating the exact time that you are away from work to attend the hearing.

Class Attendance During Working Hours

It is the purpose of the faculty-staff tuition waiver program to assist employees and their dependents in gaining further college level and advanced education. Therefore, attendance at regularly scheduled classes offered at the University is encouraged.

Time off for classes must be made up the same week of class. The needs of the department must be given priority, although reasonable effort will be made within the work area to accommodate the employee's schedule.

BENEFITS

Employees appointed on at least a fifty percent (50%) basis are eligible to enroll in a wide array of benefit plans.

Health and Life Insurance Plans

Employees are eligible to enroll in any of several flexible health care and insurance plans including but not limited to general health care, dental care, vision care, life insurance, personal accidental death and dismemberment, long-term care, and disability insurance. FSU pays a major portion of the benefit premiums for medical, prescription, and dental plans and the individual employee pays his/her share through payroll deductions. All other plans are paid entirely by the employee. Detailed information on specific plans may be found on the [OHR website](#).

New Enrollment for Health Benefits

New employees must enroll in health benefits within the first sixty (60) days of employment. After enrolling, the employee and dependents are locked into the selected benefits for the remainder of the fiscal year unless the family status changes. If a new employee does not enroll within the first sixty (60) days, the employee shall not have access to the benefits until Open Enrollment for Health Benefits or until a Change in Family Status.

Change in Family Status

A change in family status is a result of a qualifying event, such as the birth or adoption of a child, loss of a dependent, marriage, change in the work status of a spouse, or divorce. Employees should notify the Benefits Coordinator immediately when a change in family status occurs. Documentation may be required to implement a change in benefits. All changes must be implemented within sixty (60) days of the qualifying event.

Open Enrollment for Health Benefits

Open enrollment is an annual period, generally in the Spring for one (1) month, during which employees have the option of enrolling/changing one (1) or more of their health plans through the State Group Health Benefits Plans.

Retroactive Adjustments

When a delay occurs in the enrollment of a newly eligible employee or dependent, a retroactive adjustment to extend the effective date of coverage back to the actual date of eligibility can be made. Such cases may include a change in family status or a transfer from another state agency. Employees shall notify the Benefits Coordinator as soon as the event has occurred. Retroactive adjustments must be submitted to the Maryland Department of Budget and Management Employee Benefits Division within sixty (60) days of the qualifying event.

Extended Coverage

An employee and/or dependent who loses eligibility for subsidized health benefits may receive extended coverage through the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). The employee and/or dependent may remain in the State Group Health Benefits Plan on an unsubsidized basis for eighteen (18) to thirty-six (36) months, depending on the situation. Enrolling in COBRA assures no break in health coverage. Information on COBRA may be obtained by calling the Benefits Coordinator in OHR at x4105.

Employee Tuition Remission

All regular employees may receive tuition remission for courses taken at any teaching campus within the USM. Full-time regular employees receive one-hundred percent (100%) tuition remission for up to eight (8) credit hours per semester. For employees working on at least a fifty percent (50%) basis, tuition remission is proportionate to the percent of time employed. Category II Contingent employees may participate, at their home institution only, in the USM's Tuition Remission Program.

More Information? See [USM VII-4.10 Policy on Tuition Remission for Faculty and Staff](#)

Form: University System of Maryland Request for Tuition Remission.

Spouse and Dependent Children

Spouses and dependent children of regular employees are eligible to receive tuition remission based on the following guidelines:

Spouses and dependent children of regular staff whose period of employment began before January 1, 1990 may register for courses at any of the institutions of the University System of Maryland with one hundred percent (100%) tuition remitted at both the undergraduate and graduate level. For spouses and dependents of regular employees working on at least a fifty percent (50%) basis, tuition remission is proportionate to the percent of time employed.

Spouses and dependent children of regular faculty and staff whose period of employment began after January 1, 1990 and before July 1, 1992 may receive tuition remission of one-hundred percent (100%) on courses toward a first undergraduate degree at FSU. If the academic program is not available at FSU, the spouse or dependent child may, with approval from OHR, register for courses at other institutions of the University System with fifty percent (50%) tuition remission. For spouses and dependents of regular employees working on at least a fifty percent (50%) basis, tuition remission is proportionate to the percent of time employed.

Spouses and dependent children of regular faculty and staff whose period of employment began on or after July 1, 1992 may receive tuition remission of one-hundred percent (100%) on courses toward a first undergraduate degree at FSU. This tuition remission benefit for regular employees' spouses and dependent children is available only after the employee has been in the University service for two (2) years prior to the anticipated date of registration for course work. If the academic program is not available at FSU, the spouse or dependent child may, with approval from OHR, register for courses at other institutions of the University System with fifty percent (50%) tuition remission. For spouses and dependents of regular employees working on at least a fifty percent (50%) basis, tuition remission is proportionate to the percent of time employed.

More Information? See [USM VII-4.20 Policy on Tuition Remission for Spouses and Dependent Children of Faculty and Staff](#)

Form: University System of Maryland Request for Tuition Remission.

Retirement Benefits

Employees are enrolled in retirement plans at the time of appointment. Individuals anticipating retirement should contact OHR at least three (3) months prior to the date of retirement. Detailed information on the retirement programs may be found in OHR.

Supplemental Retirement Annuities (SRAs)

Employees may invest a portion of their salary in an SRA. SRAs are voluntary programs that permit employees through payroll deduction to defer receiving a portion of their current income until retirement. All contributions and earnings accumulate tax-free until the employee withdraws the money upon retirement, leaves state service, or reaches a specific age. There is no specified enrollment period for employees to enroll in an SRA. For more information, contact the Benefits Coordinator.

Death Benefits

In the event of an employee's death prior to separation from service, the employee's beneficiaries or estate shall be entitled to any unpaid salary, compensation for accrued and unused annual leave, life insurance where applicable, and any other entitlement that may be due from the Maryland State Retirement and Pension System or Optional Retirement Plans.

Contingent Employee Benefits and Policies

Procedure on employee benefits and the policies governing contingent employment shall be implemented in accordance with USM BOR Policy on Contingent Employment for Nonexempt and Exempt Employees ([USM Policy VII-1.40](#)) and FSU Policy 3.084.

More Information? See [USM VII-1.40 Policy on Contingent Employment for Nonexempt and Exempt Employees](#); and [FSU PN 3.084 Contingent Category II Employment](#)

Miscellaneous Benefits

- **Employee Assistance Program:** The State of Maryland sponsors an employee assistance program. For information on the program, call 410-767-1013.
- **Social Security:** Employees are required to contribute through payroll deduction to Social Security, which provides additional retirement income, disability and death benefits.
- **U.S. Savings Bonds:** Bonds may be purchased through payroll deduction by completing the [Payroll Savings Bond Application](#).
- **Workers' Compensation:** Employees are protected under the state's workers' compensation laws in the event of an injury arising out of and in the course of employment.

SERVICES

Activities for Life

Activities for Life offers noncredit activity classes within the Athletics Department. Semester activities include youth, preschool, and infant/toddler swimming lessons, pre-school, and youth tumbling, creative dramatics, water aerobics, yoga, and Stott Pilates. American Red Cross lifeguard and lifeguard instructor, CPR, and First Aid Certification classes are also offered. All classes are offered for an affordable fee. Activities for Life is located in Room 177 of the Cordts Physical Education Center. For additional information, contact 301-687-7934 or by email at anazelrod@frostburg.edu.

Athletic Events

Most athletic events are free to University employees upon presentation of their FSU identification card. For athletic schedules or additional information, contact 301-687-4462.

Bookstore

The Bookstore is owned by FSU. The pricing structures are governed by the University and operated for the University community. Profits generated are used to support the overall FSU budget. The hours of the FSU Bookstore are from 8:30 a.m. to 4:15 p.m. Monday through Friday. The store remains open until 6:30 p.m. during the first week of each semester and is open on selected Saturdays and for special occasions. The store accepts cash, checks (with proper identification), VISA, MasterCard, Discover and the Bobcat Express card. Employees of the University may make purchases in the store, and with a valid FSU identification card will receive a discount on most non-textbook items. The FSU Bookstore is located on the ground floor of the Lane Center. For more information on the FSU Bookstore, call 301-687-4341.

University Children's Center

The University Children's Center is a self-supporting unit attached to the Department of Human Resources. The primary purpose of the program is to provide quality childcare for children of University students, staff and faculty while the parents participate in the University. There are a limited number of openings for parents not affiliated with FSU. Children must be at least 2-1/2 years old and have independent toilet skills. Our Early Childhood Staff meet State requirements and have degrees and/or certificates in Education and the child care provider course. Complete credentials are available upon request. The Center is licensed for twenty (20) children at any one time.

Harold J. Cordts Physical Education Center

The center has a swimming pool, weight rooms, tennis courts, racquetball and squash courts, rock climbing wall, practice gym and indoor track. Employees may use the facilities when they are open and not in use for classes or other scheduled activities. Athletic equipment may be checked out with a valid employee identification card. The pool schedule and building schedule are sent out to every employee each semester.

and copies are available at the Equipment Issue Room, Room 186, Cordts Physical Education Center, 301-687-4438.

Library

The Lewis J. Ort Library serves faculty, staff, and students of FSU. The library participates in a collaborative circulation system with other institutions of the University System of Maryland (USM). The library also cooperates with other USM libraries for subscription to electronic databases that can be accessed on the web at <http://www.frostburg.edu/dept/library>. The library's regular hours during the school year are as follows:

Monday – Thursday	7:30 a.m. – 12:00 M
Friday	7:30 a.m. – 6:00 p.m.
Saturday	11:00 a.m. – 6:00 p.m.
Sunday	1:00 p.m. – 12:00 M

For additional details about the library, visit its website at <http://www.frostburg.edu/dept/library> or call the reference desk at 301-687-4424.

Parking

Employees are required to register personal vehicles parked on campus by following campus registration procedures and paying appropriate fees. Each parking registrant receives a copy of the University parking regulations. To find out how to register your car or if, after reading the parking regulations, additional information is needed, contact the chief of police at 301-687-4328 or the duty officer at 301-687-4223.

Security

The University maintains its own police force for the protection of students, staff, and visitors, as well as University property. Each employee is nevertheless responsible for taking reasonable precautions for his or her own protection and for the protection of personal and institutional property. Employees are required to comply with reasonable requests of University police officers acting in the performance of duties. All crimes and suspicious circumstances of an emergency nature should be immediately reported to University police at 301-687-4222. The non-emergency police number is 301-687-4223.

FSU's annual security report includes statistics for the previous three (3) years concerning reported crimes that occurred on campus and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the University Police at (301) 687-4223.

Each year, the University Police prepares certain campus security, crime and personal safety information in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This information is presented as part of the FSU Policy Statement Booklet for Students, Faculty and Staff and is available on the [University Police website](#).

Maryland Charity Campaign

The Maryland Charity Campaign is a voluntary program that is held each year to collect money from FSU employees for worthy charitable organizations in the local community and across the state. This program eliminates multiple collection efforts in the workplace, and gives employees a chance to designate their donations to specific charities or organizations. Participation in the Maryland Charity Campaign is not mandatory, and no employee will be compelled to become involved.

Collection for the Maryland Charity Campaign is coordinated by OHR. Employees may give on a one-time basis or authorize payroll deductions that are automatically directed to the Campaign each pay period. This is a worthy program that every University employee should consider supporting.

On-Line Campus Directory

OHR maintains the on-line campus directory. The directory is available at <http://www.frostburg.edu/findit/>.

EMPLOYEE RECOGNITION

Board of Regents' University System of Maryland Staff Awards

The purpose of the Board of Regents' University System of Maryland Staff Awards is to recognize distinguished performance of Staff employees of the University System of Maryland community. These awards represent the highest honor bestowed by the Board of Regents for achievements of exempt and nonexempt employees from institutions within the University System of Maryland and are presented to staff members who have demonstrated excellence in one of the following categories:

1. Contribution to the institution and/or unit to which the person belongs;
2. Service to students in an academic or residential environment; or
3. Public service to the University or to the greater community.

Each award winner receives a \$1000 stipend and a recognition plaque. This award program is separate from the FSU Staff Awards for Excellence.

FSU Staff Awards for Excellence

One of the goals of the University's Strategic Plan is to reward outstanding service to the institution. The FSU Foundation funds three (3) Staff Awards for Excellence to employees who have demonstrated excellence in service. The three (3) categories for the Awards for Excellence are:

1. A nonexempt employee in facilities/maintenance;
2. A nonexempt employee other than facilities/maintenance; and
3. An exempt employee.

Award winners are selected based on demonstrated evidence of all of the following criteria:

1. A high level of professionalism and performance related to the employee's job description;
2. Exemplary service to the University community; and
3. Outstanding service to the external community (including both professional and community activities).

Service Award Program

The Service Award Program recognizes and expresses the University's appreciation for the long-time service of permanent Staff employees. The University recognizes service at five (5)-year intervals beginning with five (5) years of regular service. Employees are honored with a certificate and a letter from the President. A reception is held for long-term employees achieving 20, 25, 30, 35, 40, and 45 years service.

LEAVING THE UNIVERSITY

Reinstatement

Former employees who leave in good standing and return after a break of less than three (3) years in service from University or state employment are considered reinstated employees. These employees receive full credit for prior service as it applies to service time and unused accumulated sick leave. Depending on the situation, a reinstated employee may receive salary and probation considerations.

Pay on Reinstatement

The University shall have the flexibility to authorize a salary for a position to be occupied by an individual eligible for reinstatement in keeping with the following provisions:

Reinstatement to the Same Job Class

Upon reinstatement to a position within the same job class, the individual's salary shall be no less than the salary the individual held at the time of the most recent separation from USM service.

Reinstatement to a Job Class with a Higher Maximum Salary

Upon reinstatement to a position within a job class that has a higher maximum salary than the job class at the time of the individual's most recent separation, the individual's salary shall be no less than the salary the individual held at the time of most recent separation from UMS service, but no less than the minimum salary for the job class.

Reinstatement to a Job Class with a Lower Maximum Salary

Upon reinstatement to a position within a job class that has a lower maximum salary than the job class at the time of the individual's most recent separation, the individual's salary shall be no more than the salary received at the time of separation. The Director of Human Resources or designee shall determine the individual's salary within the range.

Reemployment

A former regular exempt or nonexempt employee who returns to USM service after a break in service of three (3) or more years shall be considered a new employee. Former employees who return within three (3) years of separation shall be governed by the Policy on Reinstatement.

Layoff

Layoffs occur when positions are abolished or discontinued due to reduction or termination of funds, program or organizational changes, or lack of work. The Director of Human Resources must give authorization for any layoff to occur.

Specific guidelines for **nonexempt** employees:

Layoffs of regular nonexempt employees shall be governed by and administered in accordance with *USM VII-1.30 Policy on Layoff of Unclassified and Classified Personnel*.

Specific guidelines for **exempt** employees:

Layoffs of regular exempt employees shall be governed by and administered in accordance with *USM VII-1.32 Policy on Layoff and Recall of Regular Exempt Employees*.

More Information? See [USM VII-1.30 Policy on Layoff of Unclassified and Classified Personnel](#); [USM VII-1.31 Policy on Reemployment](#); [USM VII-1.32 Policy on Layoff and Recall of Regular Exempt Employees](#)

Resignation

Upon receiving notice of an employee's resignation, OHR shall send the employee an exit interview form to complete before leaving employment. Any unused annual leave and accrued holidays to which the employee may be entitled shall be paid upon separation.

Nonexempt employees wishing to resign in good standing shall give their supervisor a minimum of two (2) weeks written notice. An employee absent from work for five (5) continuous workdays without notifying his or her supervisor may be considered to have resigned without notice under the following sequence of circumstances:

1. The supervisor notifies the employee of his or her status by registered mail with a receipt required, within a period of not more than five (5) workdays including the first day of unexplained absence.
2. The employee does not respond within three (3) workdays after receiving the registered notice.
3. The employee shall be considered to have resigned effective as of the employee's last day of work and a report on the separation form shall be sent by the supervisor to the Director of Human Resources.

Exempt employees who wish to end their employment in good standing should give written notice at least thirty (30) calendar days before their separation date.

Dismissal

For serious reasons, the University may file for removal of an employee. Dismissal may occur as the final step in progressive discipline or, where warranted, as an initial disciplinary action as a result of a serious offense.

Specific guidelines for **nonexempt** employees:

The employee has the right to appeal the charges within five (5) workdays of receipt of notification of the charge. Detailed information on the process is available through OHR.

Specific guidelines for **exempt** employees:

It is important to note **exempt** employees serve "at-will" and may be asked at any time to leave employment. The length of notice given to employees asked to leave depends on their length of service with FSU. This period of notification is not required if the employee is to be terminated for disciplinary reasons. In addition, certain senior staff and management positions as described in *USM VII-1.22 Policy on Separation* are excluded from this requirement. The period of notice shall be as follows:

Yrs of Institutional Service	Period of Notice
Less than one (1) year	one (1) month
One (1) year but less than (5) years	three (3) months
Five (5) full years or more	twelve (12) months

After the **exempt** employee receives notice of separation, the employee may be placed on administrative leave with pay status for any part or all of the period until separation. During the period of administrative leave, the employee shall not accrue annual, sick, holiday, or personal leave. Alternatively, the employee may be assigned other duties for part or all of the period until separation.

More Information? See [USM VII.1.22 Policy on Separation for Regular Exempt Employees](#)

Exit Packet

The Exit Packet is an important part of the separation process. Your department is responsible for notifying OHR of your separation. Upon receipt of this notification, OHR will send you an Exit Packet. Important benefits and policy information is provided in the exit packet including continuation of insurance benefits (COBRA) and final pay information.

Retirement

In order to transition successfully from employment to retirement, OHR encourages you to plan ahead. A major component of this planning process is knowledge of retirement-related issues, including the choices available and the decisions that you need to make. The Benefits Coordinator provides retirement counseling by appointment only, and retirement planning seminars are offered during the year through the Training and Development Program and through the Maryland State Retirement System.

The information in the Employee Handbook does not constitute any agreement, implied or otherwise, as to the terms and conditions of employment. In the event of any dispute, the provisions contained in the appropriate source documents will govern. Selected source documents may be found following the appendix.