

## Policy on Work Schedules for Regular Nonexempt and Exempt Staff Employees

### I. Purpose

This procedure has been developed in accordance with [USM VII-6.10 Policy on Work Schedules for Regular Nonexempt and Exempt Staff Employees](#).

### II. General Guidelines

- A. For **nonexempt** employees, the standard workweek is eight hours per day, 40 hours per week. The workweek begins at 12:00 a.m. on Wednesday and ends at 11:59 p.m. on Tuesday. All offices must be open and maintain telephone coverage from 8:00 a.m. until 4:30 p.m. weekdays. With the approval of their supervisor, an employee may work one of the following work schedules:

8:00 a.m. to 5:00 p.m. with a full hour lunch break  
8:00 a.m. to 4:30 p.m. with a half-hour lunch break  
8:30 a.m. to 5:00 p.m. with a half-hour lunch break

Employees may be required to work shifts or different work schedules as necessary to meet campus needs.

- B. Specific guidelines for **nonexempt** work schedules and overtime:

1. Employees are required to record hours worked on their timesheet.
2. Employees who work an eight-hour day are required to take at least a 30-minute unpaid lunch break. This break may not be used to shorten the workday.
3. Supervisors may authorize temporary deviations from the work schedule.
4. An employee may be required by his or her supervisor to work overtime.
5. In accordance with the Fair Labor Standards Act, employees shall receive 1-1/2 times their regular rate of pay for hours worked in excess of 40 hours per week. All hours in excess of 40 must be pre-approved by the employee's supervisor.
6. Frostburg State University (FSU) does not afford compensatory time for non-exempt employees.

- C. Employees in **exempt** positions are expected to work the hours necessary to satisfactorily complete the requirements of their job. A full-time commitment typically requires a minimum of 80 hours/ten duty days per bi-weekly payroll period.

- D. Specific guidelines for **exempt** work schedules and overtime:

1. Employees shall note on their timesheets "D" (Duty Days) to record days worked and the appropriate code to record annual and personal leave, sick, or holiday time.
2. Employees are not **entitled** to compensatory pay or compensatory leave in accordance with the Fair Labor Standards Act. However, a limited amount of compensatory leave **may** be granted to an employee, with the prior approval of his or her supervisor, in consultation with the appropriate Vice President and the Chief Human Resource Officer.
3. Compensatory time records will be approved and monitored by the employee's supervisor.

4. All compensatory leave must be taken within one year of the date it is earned.
5. No compensation shall be paid for unused compensatory leave at the time of separation and such leave shall not be restored upon reinstatement.

III. **Other**

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written portions of this procedure.

IV. **Reference(s)**

[USM VII-6.10 Policy on Work Schedules for Regular Nonexempt and Exempt Staff Employees](#)  
[FSU Employee Handbook](#)