Employee Handbook

Human Resource Services
This handbook is a synopsis of policies governing University of Maryland, Baltimore staff employees. While UMB faculty provisions differ from staff employment policies and programs in most instances, some of these policies are also applicable to faculty. The handbook is not intended to represent contractual terms of employment. The policies outlined in this document may change after its last publication date, and UMB reserves the right to change, or discontinue without notice, any plan, program, benefit, term, or condition set forth within this handbook.

More detailed interpretation and administration of these policies are made by UMB Human Resource Services (HRS). Revised versions of this handbook will be posted on the HRS Web page at http://www.umaryland.edu/hrs/. Please contact HRS for explanations, interpretations, or applications at 410-706-7600.

Nonexempt employees who are represented for collective bargaining purposes by AFSCME MD should also refer to the governing Memorandum of Understanding (MOU) for information regarding the terms and conditions of their employment. The MOU can be viewed at http://www.umaryland.edu/media/umb/hrs/eelr/MOU2012.pdf.

Uniformed police officers who are represented by the Fraternal Order of Police Lodge 141 should consult the UMB-FOP MOU for more details.
Welcome to the University of Maryland, Baltimore! We are delighted you have chosen to work at UMB.

UMB is the founding campus of the University System of Maryland. Our campus is a unique blend of a recognized historical perspective and leading-edge medical and scientific research and scientific entrepreneurship. From its founding in 1807, UMB has grown to be the State of Maryland’s only public academic health, human services, and law center, with a proud and impressive national and international reputation.

As a new UMB employee, you have the opportunity to contribute directly to UMB’s success and its growth in size and stature. Your work at UMB directly supports the education of Maryland’s leaders in health care delivery, biomedical science, social services, and law, and the University’s internationally recognized research to cure disease and improve public health, social functioning, and justice for the people of our state.

It is our pleasure to provide you with this Employee Handbook, which provides brief yet valuable information about the University and the various benefits and services available to you. We hope you find the Handbook useful. Please take some time to familiarize yourself with its contents, and feel free to contact my office with any questions you may have.

Again, welcome aboard!

Sincerely,

Mathew Lasecki
Associate Vice President,
Human Resource Services
I. ABOUT THE UNIVERSITY OF MARYLAND, BALTIMORE (UMB)
Welcome to the University of Maryland, Baltimore founded in 1807 along a ridge in what was then called Baltimore Town. The Baltimore campus is the founding campus of the University of Maryland. Today, this 71-acre research and technology complex includes 65 buildings near the Inner Harbor. It is Maryland’s public academic health, human services, and law university. Six professional schools and a graduate school educate the majority of the state’s physicians, nurses, dentists, lawyers, social workers, and pharmacists.

Under the leadership of President Jay A. Perman, MD, the University is a leading partner in the redevelopment of Baltimore’s Westside. The University of Maryland BioPark, which opened in October 2005, promotes collaborative research opportunities and bioscience innovation. Sponsored research totaled more than $529 million in Fiscal Year 2012. With 6,368 students and 7,652 faculty members and staff, the University is an economic engine that returns more than $15 in economic activity for every $1 of state general funds appropriation. The University community gives more than 2 million hours each year in service to the public.

UMB Mission
UMB is the state’s public health, law, and human services university devoted to excellence in professional and graduate education, research, patient care, and public service. As a diverse community of outstanding faculty, staff, and students, and using state-of-the-art technological support, we educate leaders in health care delivery, biomedical science, global health, social work, and the law. By conducting internationally recognized research to cure disease and to improve the health, social functioning, and just treatment of the people we serve, we foster economic development in the city, state, and nation. We are committed to ensuring that the knowledge we generate provides maximum benefit to society and directly enhances our various communities.

UMB Vision
The Vision of the University is to excel as a pre-eminent institution in its missions to educate professionals, conduct research that addresses real-world issues affecting the human condition, provide excellent clinical care and practice, and serve the public with dedication to improve health, justice, and the public good. The University will become a dominant economic leader of the region through innovation, entrepreneurship, philanthropy, and interdisciplinary and interprofessional teamwork. The University will extend its reach with hallmark local and global initiatives that positively transform lives and our economy. The University will be a beacon to the world as an environment for learning and discovery that is rich in diversity and inclusion. The University’s pillars of professionalism are civility, accountability, transparency, and efficiency. The University will be a vibrant community where students, faculty, staff, visitors, and neighbors are engaged intellectually, culturally, and socially.

UMB’s Core Values

<table>
<thead>
<tr>
<th>Core Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountability</td>
<td>The University is committed to being responsible and transparent.</td>
</tr>
<tr>
<td>Civility</td>
<td>The University expects interactions to be professional, ethical, respectful, &amp; courteous.</td>
</tr>
<tr>
<td>Collaboration</td>
<td>The University promotes teamwork that fosters insightful and excellent solutions and advancement.</td>
</tr>
<tr>
<td>Diversity</td>
<td>The University is committed to a culture that is enriched by diversity, in the broadest sense, in its thoughts, actions, and leadership.</td>
</tr>
<tr>
<td>Excellence</td>
<td>The University is guided by a constant pursuit of excellence.</td>
</tr>
<tr>
<td>Knowledge</td>
<td>The University’s industry is to create, disseminate, and apply knowledge.</td>
</tr>
<tr>
<td>Leadership</td>
<td>The University continuously strives to be a leader and to develop leaders.</td>
</tr>
</tbody>
</table>
Strategic Planning
The University’s Strategic Plan is focused on the following themes:
- Achieving pre-eminence as an innovator
- Promoting diversity and a culture of inclusion
- Fostering a culture of accountability and transparency
- Excelling at interdisciplinary research and interprofessional education, clinical care and practice, and public service
- Developing local and global initiatives that address critical issues
- Driving economic development
- Creating an enduring and responsible financial model for the University
- Creating a vibrant, dynamic University community

II. GENERAL

a. Equal Employment Opportunity (EEO) and Affirmative Action (AA)
As a government contractor and a concerned member of the Baltimore community, the University of Maryland is firmly committed to the principle of equal employment opportunity and affirmative action. The University recognizes that implementation of such a policy requires constant attention and effort. UMB will take every step necessary to guarantee that this commitment is honored, not only in principle but also in practice. The University does not discriminate on the basis of race, color, religion, age, ancestry or national origin, sex, gender identity or expression, sexual orientation, physical or mental disability, marital status, and protected veteran status. The University is committed to recruit, hire, train, and promote persons in all job titles, and administer all personnel actions, according to the principles of equal employment opportunity and affirmative action.

Inquiries regarding the University’s equal employment opportunity, affirmative action, and non-discrimination policies should be directed to the appropriate person in the:

Office of Accountability
University of Maryland
620 W. Lexington St., Fifth Floor
Baltimore, MD 21201
410-706-2281

More information may be found at
http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=158
http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=160

b. Reasonable Accommodations for Individuals with Disabilities
The University is firmly committed to the principles of equal access and opportunity for individuals with disabilities in compliance with the Americans with Disabilities Act of 1990 (ADA), Americans with Disabilities Amendments Act (ADAAA) and applicable sections of the Rehabilitation Act of 1973. This policy applies to all University faculty, staff, and applicants for employment.
- The University will not discriminate on the basis of disability against a qualified person with a disability in regard to job application, recruitment, hiring, advancement, compensation, training, termination, or other terms, conditions, or privileges related to employment.
- The University will make a reasonable accommodation for a qualified individual with a disability to allow the performance of the essential functions of a job unless an accommodation
would result in undue hardship or threaten the health and safety of the employee with a disability or other persons.

- All information pertaining to an individual’s disability will be kept confidential and separate from personnel files. Information regarding an individual’s disability will only be disclosed to pertinent faculty members and staff as necessary for purposes of first aid, emergency treatment, evacuation, or evaluating a request for accommodation.

- The University will not discriminate against any person based on disability in regard to participation in any programs, services, or activities, or access to facilities. The University requires that reasonable accommodation be made for participation and equal access to programs, services, activities, or facilities unless the accommodation would result in undue hardship or threaten the health and safety of University employees or other participants.

More information may be found within the VI-1.00(B) - UMB ADA Policy on Employment:
http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=159

c. Sexual Misconduct, Sex-Based Discrimination and Sexual Harassment
The University prohibits sex-based discrimination against and/or by faculty or staff employees. Sex-based discrimination includes, but is not limited to, sexual harassment. Employment decisions will not be based on stereotypes and assumptions about abilities, traits, or the performance of individuals on the basis of sex. Furthermore, both intentional discrimination and neutral procedures that disproportionately exclude individuals on the basis of sex that are not job related are prohibited. Sexual harassment is an infringement of an individual’s right to work in an environment free from unwanted sexual attention and sexual pressure of any kind. Any employee found to have sexually harassed any individual will be subject to appropriate disciplinary action up to and including discharge.

Many UMB employees work with, supervise, or are under supervision of employees of UMB affiliates and teaching organizations (e.g., University of Maryland Medical System, Faculty Physicians, faculty professional associations, Veterans Administration Medical Center). It is UMB policy that its employees in all situations are entitled to a work environment free of sex-based discrimination or sexual harassment and are prohibited from discriminating against or harassing subordinates or peers working for any employer. All University employees have an affirmative responsibility to report sexual misconduct, whether on-campus or off-campus, to the Title IX Coordinator. No employee is authorized to investigate or resolve complaints of sexual misconduct without the involvement of the Title IX Coordinator.

d. Substance Abuse and the Use of Alcohol
UMB is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs is prohibited at UMB. Alcohol may only be used legally and responsibly on campus or in any location while the employee is on official UMB business. Organizers of any on-campus functions where alcohol is served must present a plan to the administration responsible for that particular area (i.e., the Vice President or Dean’s Office). All employees must report to work or other official UMB activity and remain, whether on or off campus, in a fit condition to perform. Reporting to work or other official UMB activity or working while impaired by drugs or alcohol is a violation of this policy and shall subject the employee to the appropriate disciplinary or rehabilitative action.
e. Non-Smoking Policy

UMB is a smoke-free environment. The following acts are prohibited:

- Smoking in any University owned, leased, or controlled buildings or facilities within and outside of the University District;
- Smoking on University District property other than in approved smoking zones marked with signs;
- Smoking in University owned or leased vehicles, or vehicles owned or operated by UMB contractors that are parked on University property (vehicles include any motorized vehicle);
- Smoking in meetings, conferences, or training sessions hosted by the University on or off campus; and,
- Selling or distributing tobacco products within the University District.

More information may be found at
http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=215 and
http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=189

f. Safety and Health

The University strives to maintain an environment that is safe and supports good health for its faculty, staff, students, volunteers, and visitors. UMB places a high priority on and commits appropriate resources to programs that eliminate or reduce to reasonable levels environmental and occupational hazards that threaten the health or safety of UMB employees. All supervisors, including faculty and staff who supervise students and volunteers, must take appropriate action to ensure that safe working conditions are maintained and that the campus physical environment is safe for visitors and employees. Supervisors are required to ensure that those they supervise are trained in applicable safe work practices. In addition, supervisors are expected to promote a safety attitude and awareness that will lead employees working under their supervision to opt for a safe course of action when faced with situations that are not covered by established regulations and practices.

More information may be found at
http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=201
http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=202
http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=203 and
http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=208

g. Workplace Violence

The University promotes an environment for all students, faculty, staff, volunteers, visitors, and affiliate staff that is free from violence, aggression, or threats. The University has established:

- a zero-tolerance philosophy for threats and acts of aggression or violence;
- guidelines for conduct;
- the requirement to report threats and acts of aggression or violence; and
- the requirement to be sensitive to and consider reporting warning signs of threats and acts of aggression or violence.

Threatening, aggressive, or violent behavior by any University associate toward another University associate, or toward the community on campus or at an off-campus site, will not be tolerated. Any University associate having knowledge of threatening, aggressive, or violent behavior toward
another University associate on campus must report the behavior immediately to the University Police or other designated officials, and are encouraged to report any warning signs of such behavior exhibited by another University associate.

More information may be found at http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=369

h. Prohibition of Weapons
With the exception of UMB Police Officers and other law enforcement officers, the University prohibits the carrying of guns, firearms, ammunition, other weapons, or replicas of weapons on the UMB campus and at any other locations owned, rented, occupied, or used by and under the control of UMB. This prohibition applies to employees, students, invitees, tenants, visitors, and other persons on UMB properties. UMB employees are also prohibited from carrying guns, firearms, ammunition, other weapons, or replicas of weapons at any off-campus location where they are assigned as part of their employment.

More information may be found at http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=368

i. Employment of Non-Citizens
Federal law requires that the University may only hire individuals who may legally work here: U.S. citizens, noncitizen nationals, lawful permanent residents, and aliens authorized to work. To comply with the law, UMB must verify the identity and employment authorization of each person hired, complete and retain a Form I-9, Employment Eligibility Verification, for each employee, and refrain from discriminating against individuals on the basis of national origin or citizenship. All employees must have a Social Security number; if an employee does not have a Social Security number, they must contact the HR Service Center immediately at 410-706-7600 to request a temporary number. Foreign nationals may also be exempt from or required to pay certain taxes and must establish a GLACIER record to determine their tax withholding status.

The Department of Homeland Security (DHS) operates an Internet-based system known as “E-Verify” through which employers must verify the employment eligibility of their employees who are assigned to a Federal contract, regardless of citizenship. Based on the information provided by the employee on his or her Form I-9, E-Verify checks this information electronically against records contained in DHS and Social Security Administration databases. UMB must E-Verify employees assigned to a Federal contract as soon as a job offer is made and accepted.

j. University Code of Ethics and Conduct
The University must ensure that the requirements of laws and policies relating to ethical conduct are followed, and that employees report known or reasonably suspected wrongdoing. UMB expects and requires all UMB staff and faculty to:
- Uphold the highest standards of intellectual honesty and integrity in teaching, research, service, and administrative activity, and seek guidance, as needed, concerning the application of ethical standards to their activities;
- Act as good stewards of the resources entrusted to the care of the University, and comply with financial requirements and internal controls applicable to funds and property managed by them and under their oversight;
- Comply with all laws, rules, regulations, policies, procedures, and professional standards, including the Maryland Public Ethics Law, applicable to their employment and their UMB
responsibilities, and cooperate with training and continuing education initiatives of UMB to make them aware of their responsibilities;

- Comply with their assigned or assumed responsibilities to fulfill UMB’s obligations under contracts, grants, and other legal agreements;
- Disclose and avoid improper or unlawful conflicts of interest and conflicts of commitment; and
- Report known or reasonably suspected wrongdoing; refrain from retaliating against those who report known or reasonably suspected wrongdoing; and cooperate fully with authorized investigations of reports of wrongdoing.

More information may be found at
http://cf.umaryland.edu/umpolicies/uspolicyInfo.cfm?polid=334

k. Reporting Fiscal Irregularities, Illegal Activities, and Violations of Policy (UMB Whistleblower Policy)

The University encourages its employees, students, and the public to report serious issues of suspected or known fiscal irregularities, illegal activity, and violations of policy by UMB and by its administrative and academic officers, faculty, staff, fellows, students, and volunteers. UMB operates a hotline to provide a means for such reports to be made. The UMB Hotline may be accessed by telephone or the Internet. Reporters or whistle-blowers may remain anonymous by requesting that their identity not be disclosed to those who are the subjects of reports, or may identify themselves. As a major Federal contractor, reports of improper use or diversion of Federal funds by UMB officials (especially Federal grants and contracts) are strongly encouraged.

A person may seek to report a concern about a serious matter through the hotline on a confidential basis. To the extent practical, consistent with UMB’s responsibility to investigate reports and resolve issues cited in reports, the confidentiality or anonymity of a reporter will be protected, if that is the reporter’s preference. In some circumstances, a person whose actions are being investigated may be able to identify a reporter as a result of the investigation, despite attempts to preserve confidentiality. Therefore, UMB may not be able to guarantee complete confidentiality or anonymity. Nevertheless, reporters who use the UMB Hotline consistent with the policy are protected against reprisal actions.

More information and reporting procedures may be found at
http://cf.umaryland.edu/umpolicies/uspolicyInfo.cfm?polid=335 and

l. Reporting Suspected Child Abuse and Neglect

Under Maryland law and University System of Maryland (USM) and UMB policy and procedures, all members of the campus community who have reason to believe that child abuse or neglect has occurred must report it to Child Protective Services or the police in the locality where the abuse or neglect took place. In addition, UMB must be informed of the report if the individual making the report is a UMB professional employee; if the incident involves a UMB employee, contractor, volunteer, or student; if an incident is on institution property; or if an incident took place in connection with an institution-sponsored or recognized program or activity. The Chief Accountability Officer has been designated as the UMB official to receive required oral and written reports of suspected child abuse or neglect from employees, students, and others at the institution.
Any individual who in good faith makes or participates in making a report of suspected child abuse or neglect is immune from civil liability or criminal prosecution according to Maryland law, and will be protected from any reprisal that might otherwise result from compliance with the reporting laws or policies. Employees who fail to report suspected child abuse or neglect in violation of USM and UMB policies or procedures may face discipline.

For more information about the child abuse and neglect policy, procedures, and reporting, visit www.umaryland.edu/offices/accountability/child_abuse/

m. Use of UMB Information Technology (IT)
UMB depends upon a spirit of mutual respect and cooperation to create and maintain an open community of responsible users of UMB IT resources. Use of UMB IT resources must be responsible and professional. Acceptable use of IT resources balances the limits necessitated by law, economy, security, and privacy with the principles of academic freedom and constitutional rights of free speech.

Authorized users are responsible for safeguarding their identification codes and passwords, and for using them for their intended purposes only. The maintenance, operation, and security of UMB IT resources require UMB and affiliates to monitor and access IT resources. UMB and its affiliates monitor UMB IT resources as part of normal operations and maintenance, including, but not limited to, logging activity and monitoring usage patterns. In special situations, communications including Internet activity of specific individuals or systems are subject to monitoring by UMB and affiliates for other purposes, e.g., investigation of complaints of violation of work rules, allegations of violation of law, or allegations of unauthorized use of UMB IT resources.

UMB will protect the confidentiality of official academic information, student information, medical information, attorney-client and patient-provider communications, attorney work product, and information developed from or exchanged with clients and patients that is stored and transmitted through UMB IT resources. However, there is no assurance of confidentiality or privacy for many other types of information transmitted or stored by individuals using UMB IT resources. Authorized users have no expectation of privacy as to information stored or transmitted using UMB IT resources, and generally should not maintain or transmit sensitive personal information about themselves or others using UMB IT resources.

More information may be found at: www.umaryland.edu/cits/communications_forms/policies/responsible_use.html

n. Privacy of Protected Health Information
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) prescribes the treatment of an individual’s health information, focusing on the protection and nondisclosure of personal health information. Within UMB, the School of Medicine and the School of Dentistry are the primary components covered by HIPAA, and all activities of those schools must comply with HIPAA rules and procedures. Additionally, the work of employees of other UMB components having access to protected health information is also covered under HIPAA and those employees must comply with HIPAA requirements. Methods must be developed and implemented to ensure that those employees covered by HIPAA policies and procedures are trained and updated in HIPAA compliance and policy designed to protect the privacy of individuals, and that they comply with those provisions.
More information may be found at
http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=209

o. Employment of Individuals with Familial or Close Personal Relationships

Individuals with a familial or close personal relationship with a current UMB faculty or staff member are eligible for employment with UMB, however, a supervisor-subordinate relationship shall not exist between family members or individuals with close personal relationships, nor shall one family member or individual with a close personal relationship assume for the other the role of advocate or judge with respect to conditions of employment. Exceptions to this policy must be approved in advance by the President. Similarly, when two members of the same family or individuals with a close personal relationship are recommended to work for the same supervisor, this arrangement must be approved in advance by the President. Should a supervisor-subordinate relationship develop during employment, the family members or individuals with a close personal relationship must submit a written request to the Associate Vice President (AVP) for Human Resources (HRS) providing a justification for hiring or retaining the person with a familial or close personal relationship.

More information may be found at
http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=376&section=all

III. STAFF EMPLOYMENT INFORMATION

a. Categories of UMB Staff Employment

There are several categories of Staff employment at UMB. They are defined as follows:

1. Fair Labor Standards Act Status

   A. Nonexempt Staff Employees

   Nonexempt employees are those in positions that are determined to be covered by the Fair Labor Standards Act (FLSA), a Federal law governing hourly wages. Under the FLSA, overtime work performed by nonexempt staff is to be paid at the rate of one and one-half times the regular hourly rate for all hours worked in excess of 40 hours in a workweek. Nonexempt staff can choose to be granted compensatory time off in lieu of overtime pay. In such instances, the nonexempt employee will be given one and one-half hours of compensatory time off for each hour of overtime worked. While each position must be assessed for its FLSA status, typical nonexempt employees are University maintenance, office administrative support, service, technical, and paraprofessional staff.

   B. Exempt Staff Employees

   Exempt employees are not covered by the provisions of the FLSA. Exempt staff are paid an annual salary, reflecting the total compensation for all services provided. The nature of exempt work may require exempt employees to work more than the regularly scheduled hours in a given workweek without additional compensation. Exempt employees are “at will” employees, and are not eligible for overtime pay. While each position must be assessed for its FLSA status, typical exempt employees are executives and officers of the University, senior managers, administrators and professional staff, and many confidential employees.
2. **Job Subgroups**

There are three subcategories of staff employees:

A. **Regular Employees**

Regular employees are those employed in budgeted exempt or nonexempt positions. Regular employees who work full-time or part-time hours of at least 50 percent of the workweek are eligible to receive the full suite of available employee benefits, including subsidized health benefits, retirement plans, paid leave and holidays, other insurance options, and tuition benefits. Regular employees are initially hired through a competitive process and accrue certain employee rights and entitlements. Regular part-time employees working less than 50 percent of the workweek are ineligible for health benefits and other insurance program and tuition benefits and, depending upon the number of hours worked annually, may also be ineligible for retirement plans. Retirement contributions, paid leave, and service time are prorated for part-time staff employees working less than 40 hours per week.

B. **Contingent I Employees**

Contingent I employees are those employed in exempt or nonexempt positions whose employment with UMB is established through a written agreement with the University to provide personal services for a defined time period. For Contingent I staff employees, the time period is six months or less at full-time, part-time, or on an “if and when needed” basis. Contingent I employees may be hired without a competitive process, and are ineligible for the benefits afforded to regular employees. All Contingent I employees are “at will” employees and do not accrue any employee rights or entitlements.

C. **Contingent II Employees**

Contingent II employees are those employed in exempt or nonexempt positions whose employment with UMB is established through a written agreement with the University to provide personal services for a defined time period greater than six months and not to exceed 12 months. Contingent II employees must be hired through a competitive process and may be eligible for conversion to regular employee status at a later date. All Contingent II employees are “at will” employees and do not accrue any employee rights or entitlements. Contingent II employees may be eligible for limited paid leave and holidays, and some other benefit programs that are offered to regular employees, but without the University subsidy. Contingent II employees may be eligible to receive monetary assistance towards the required full cost of the health and prescription benefits if offered by their department.

3. **Probationary Periods**

Probationary periods are trial periods in which regular staff employees must demonstrate their ability to perform the duties and responsibilities of the position. Every new regular UMB employee must serve an original probationary period. Additionally, when regular employees make significant job changes subsequent to successful completion of the original probationary period, an additional probationary period(s) may be required.

A. **Nonexempt Employees**

Newly hired regular nonexempt staff must serve an original six-month probationary period. During this period, a regular nonexempt employee may be rejected and separated from employment with or without cause.
After the original probationary period has been completed, regular nonexempt employees who are promoted to a new job classification through a competitive process, or who are laterally transferred to a new job classification and/or the same job classification in a different school/department through a competitive process, must serve an additional six-month probationary period. In such instances, where an employee chooses, an employee has 30 calendar days (excluding winter and spring break shutdowns) to indicate in writing, to the former supervisor, the desire to return to the former position unless the position has been eliminated. Any regular nonexempt employee who is rejected during an additional probationary period shall be restored to his/her former position if it is vacant or held by a Contingent Category I employee.

Contingent Category II nonexempt employees with more than six months of service who are converted without a break in service to a regular-status position in the same job class in the same department shall not be required to serve a probationary period in that job class.

**B. Exempt Employees**

Newly hired regular exempt staff must serve an original one-year probationary period. During this period, a regular exempt employee may be rejected and separated from employment with or without cause. After the original probationary period has been completed, in each instance that a regular exempt employee applies for and accepts a different exempt position, the employee must complete an additional one-year probationary period. During this period, a regular exempt employee may be rejected and separated from employment with or without cause.

**4. Collective Bargaining/Union Representation**

The University recognizes the American Federation of State, County, and Municipal Employees (AFSCME MD) as the exclusive bargaining representative for the purposes of collective bargaining over wages, hours, and other terms and conditions of employment for all eligible nonexempt employees, as defined in the Fair Labor Standards Act. Excluded from representation by AFSCME MD are eligible sworn police officers, managerial staff, supervisors, confidential employees, and all other statutory exclusions. The Fraternal Order of Police (FOP) Lodge 141 represents sworn police officers.

**A. Managerial employees** are employees who are engaged predominantly in executive and management functions, or charged with the responsibility of directing the implementation of management policies and practices.

**B. Supervisory employees** are employees having the 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 requires the use of independent judgment and is not of a merely routine or clerical nature).

**C. Confidential employees** are employees:

- Having access to confidential or discretionary information, which means information regarding legal advice, the development of policy or procedures pertaining to labor-employee relations, or 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
- Performing the functions of a secretary, administrative assistant, or executive
administrative assistant to the President, a Vice President, a Dean, or other University official having significant labor-employee relations responsibility.

The UMB-AFSCME collective bargaining agreement is found at http://hr.umaryland.edu/docs/EELR/MOU2012.pdf

5. Work Schedules, Meals, and Breaks
Exempt employees should be assigned a reasonable regular work schedule. The work of employees in exempt positions is not measured solely by the hours worked. Employees in exempt positions are expected to work the hours necessary to complete assignments on a schedule that satisfies the requirements of the job. A full-time commitment typically requires a minimum of 80 hours per biweekly pay period.

For nonexempt employees, the standard full-time workweek extends from 12:01 a.m. Sunday through midnight Saturday, normally consisting of five consecutive days with eight hours per day. At the beginning of employment, the University will designate the number of hours per day, the starting and ending times each day, and the scheduled days during the standard workweek of the employee.

An unpaid, duty-free meal break of either 30 minutes or one hour is to be provided and scheduled based on operational needs for employees working a workday of six hours or more. Additionally, two duty-free rest periods of 15 minutes each are authorized for each eight-hour workday/shift, appropriate to the needs of the operation and the employees.

Depending upon the nature of a position and the operational needs of the UMB organization, opportunities for employees to work a flexible or compressed workweek schedule and to telework from an off-site location may be available.

6. Overtime and Compensatory Time
Overtime is work performed in excess of a standard scheduled 40-hour full-time workweek. Nonexempt employees are paid on an hourly basis. For overtime, nonexempt staff are paid at the rate of one and one-half times the regular hourly rate for all hours worked in excess of 40 hours in a standard full-time workweek. When offered, nonexempt staff can choose to be granted compensatory time off in lieu of overtime pay. In such instances, the nonexempt employee will be given one and one-half hours of compensatory time off for each hour of overtime worked.

Exempt staff are paid on an annual salary basis, reflecting the employee’s total compensation. The nature of exempt work may require exempt employees to work more hours than a standard scheduled full-time biweekly pay period of at least 80 hours without additional compensation. UMB does not authorize compensatory time off for overtime work performed by exempt staff.

7. Telework
Telework is work, agreed upon between the employee and supervisor, that can be performed from an approved off-site location, e.g., an employee’s home or a satellite office, on a regular basis (one or two days per week). When supervisors determine that position requirements and work conditions allow for telework, employees, departments, and the University can gain significant benefits. Employees can gain savings on their transportation costs and reduce the stress associated with commuting, and can gain more flexibility in balancing work and non-work responsibilities. Studies
have shown that many organizations offering telework have experienced an increase in staff productivity. Telework also provides an environmental benefit by helping to reduce the carbon footprint.

More information about telework is available at http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=374

8. Pay Period Schedules
UMB staff are paid on a biweekly basis every other Friday, except when payday falls on an observed holiday. The current pay schedule can be found at www.fincsvc.umaryland.edu/payroll/images/Pay-Date-Schedule.xls

9. Direct Deposit of Pay
Employees are encouraged to have their paychecks directly deposited in a banking institution of their choice. Direct deposit forms are available from Human Resource Services. If special circumstances exist wherein direct deposit cannot be utilized, a waiver form must be completed by the employee. After an employee’s first paycheck has been received by an employee, statements of earnings that provide earned pay, taxes withheld, deductions, and state-paid benefits may be obtained from the Maryland Payroll Service Center at https://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/Start.aspx

10. Background Checks
Background criminal and other records checks must be satisfactorily completed to determine suitability and to verify employment and education claimed before: receiving an offer of employment; being converted to Contingent II or regular employment status; or, being assigned to positions with special functions requiring greater security.

11. Performance Evaluation
Effective performance evaluation involves communication between the employee and the supervisor of expectations, goals, and the standards for measuring performance. The Performance Development Program (PDP) provides an annual structure for employees and supervisors to communicate regarding performance issues and plan for professional development. The three major components of the PDP are:

- The establishment of expectations for the coming year, discussion of specific goals between the supervisor and the employee at the beginning of the rating period, and documentation of those expectations on the PDP form;
- Continuous communication and feedback between the supervisor and the employee throughout the year; and,
- A formal discussion between the supervisor and the employee at the end of the rating period on achievements, areas for improvement, strategy for development, and assessment by the supervisor of the employee’s accomplishments and documentation of that assessment on the PDP form.

More information may be found at http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=242

12. Conduct and Discipline
Employees are expected to perform their work efficiently and effectively and to be mindful of the public expectations of the University and its employees. As such, employees are expected to act with
judgment, discretion, and integrity at all times. Supervisors are expected to provide leadership for the group they supervise, to respect the dignity and rights of employees as individuals, and to set an example by their own conduct, attitude, and work habits. Appropriate disciplinary measures should be applied firmly, consistently, and impartially. Where required, appropriate and/or progressive disciplinary action will be administered to ensure continued effective and efficient operation of the University. Discipline should be corrective in nature and must be initiated within a reasonable amount of time following the infraction or management knowledge of the infraction (except in the case of a suspension which must be imposed within five working days of the infraction/knowledge of the infraction). Depending upon the situation, the form of discipline may range from initial discussions and verbal counseling, through verbal and written reprimands, to suspension, and to the potential for separation as a last resort.

Employees covered in the University-AFSCME bargaining unit who are either facing a disciplinary action or who are being investigated in connection with a potential disciplinary action may, at their own discretion, request AFSCME representation at any meetings or hearings with management representatives in connection with such investigations or disciplinary action proceedings. Discipline of sworn police officers is covered under the procedures of the Law Enforcement Officers’ Bill of Rights.

13. **Employee Grievance Process**

A grievance is any cause of complaint arising between an employee and the University on a matter concerning discipline, alleged discrimination, promotion, assignment, or interpretation or application of University rules or departmental procedures over which the University management has control. Complaints pertaining to the general level of wages, wage patterns, fringe benefits, or to other broad areas of financial management and staffing are not grievable.

There are three steps in the UMB grievance process:

**Step One.** Step One initiates a complaint within 30 calendar days of the action involved, or within 30 calendar days of the employee having reasonable knowledge of the act, unless these time limits are further delimited by law. An aggrieved employee or designated representative may present the grievance in writing to the department head/chair or designee for formal consideration. If the grievance is presented to the department head/chair or designee, a conference shall be held with the aggrieved or the employee’s designated representative within five days after the receipt of the written grievance and a decision shall be rendered in writing to the aggrieved or the employee’s designated representative within five days after the conclusion of the conference. If the aggrieved employee is not satisfied with the decision at this step, the employee or designated representative may appeal in writing to step two within five days.

**Step Two.** The appeal shall be submitted to the President’s designated representative, the Director, Employee & Labor Relations, within five days after the receipt of the written decision at step one. The President’s representative shall hold a conference with the aggrieved employee or designated representative within 10 days of receipt of the written grievance appeal and render a written decision within 15 days after the conclusion of the conference.

**Step Three.** In the case of any still unresolved grievance between an employee and the University, the aggrieved employee may submit the grievance to the Chancellor’s representative, i.e., the Office of Administrative Hearings (OAH). The appeal shall be submitted within 10 days after the receipt of any written decision pertaining to that grievance and issued by the University. The final decision of OAH is binding on all parties.
More information may be found at  
http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=275 and 
http://hr.umaryland.edu/docs/EELR/MOU2012.pdf

14. EEO Complaint Process
Employee complaints of discrimination may be processed internally by: a) reporting the matter to the Director of EEO/AA, in the Office of Accountability and Compliance, for mediation and/or investigation and referral for supervisory action; or (b) filing with Employee/Labor Relations, Human Resource Services through the campus employee grievance process. Complaints should be filed within 30 days of an incident perceived as discrimination. Reporting an incident more than 30 days after it occurs can hinder the ability of UMB to investigate the matter. Prompt filing of complaints in many cases will enable UMB to investigate and attempt to resolve problems in an expeditious manner. Nevertheless, UMB will investigate any and all complaints of discrimination that are filed.

Employees have the right to file complaints with external government agencies if institutional resolutions of complaints are unsatisfactory or if it is preferred to file externally in the first instance. Institutional investigations offer the potential of more timely resolutions of complaints. Complaints of employees are processed externally by the U.S. Equal Employment Opportunity Commission, the Maryland Commission on Human Relations, and/or the Office of the Statewide Equal Employment Opportunity Coordinator, Maryland Department of Budget and Management. To protect legal rights and remedies available through UMB, the Federal courts, and/or the State courts, certain time deadlines must be met in connection with UMB or external filings. These deadlines are: nonexempt and exempt staff grievance policy, 30 calendar days; U.S. Equal Employment Opportunity Commission, 300 calendar days; Maryland Commission on Human Relations, 300 calendar days. Failure to meet these deadlines can result in a loss of all rights to seek a legal remedy for one’s complaint.

15. Layoffs
Layoffs occur when positions are abolished or discontinued due to reduction or termination of funds, program or organizational changes, or due to a lack of work. The Vice President, Administration and Finance must give authorization for any layoff to occur. Depending upon an employee’s seniority, he/she may be eligible to displace another employee with lower seniority or in another job category. UMB maintains a priority placement roster of employees who are being laid off.

IV. LEAVE POLICIES (FOR REGULAR EMPLOYEES)
a. Annual Leave

1. Nonexempt Employees
Nonexempt employee begin to earn annual leave from the start of their employment. Earning rates for full-time nonexempt staff are as follows:
- Beginning of employment through completion of the 1st year: 88 hours (11 days)
- Beginning with the 2nd year through completion of the 2nd year: 96 hours (12 days)
- Beginning with the 3rd year through completion of the 3rd year: 104 hours (13 days)
- Beginning with the 4th year through completion of the 4th year: 112 hours (14 days)
- Beginning with the 5th year through completion of the 10th year: 120 hours (15 days)
- Beginning with the 11th year through the completion of the 20th year: 160 hours (20 days)
- Beginning with the 21st year and thereafter: 200 hours (25 days)
A maximum of 400 hours (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 50 percent time or more.

More information may be found at [http://hr.umd.edu/docs/EELR/MOU2012.pdf](http://hr.umd.edu/docs/EELR/MOU2012.pdf)

2. Exempt Employees

Full-time exempt employees earn 22 days of annual leave per calendar year, accumulated on a biweekly basis from the beginning of their employment. Beginning with the 21st year and thereafter, annual leave will be earned at the rate of 25 days per year. Exempt employees may use earned annual leave at the beginning of their employment. A maximum of 50 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 50 percent time or more.

3. General

Part-time employees working on at least a 50 percent time basis shall earn annual leave on a prorated basis. The taking of annual leave requires the approval of the supervisor, and supervisors have the right to reasonably or operationally refuse a request for annual leave. An individual leaving UMB 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. However, when an employee transfers to another institution within the University System of Maryland, to another UMB department, or to an agency of the State of Maryland, all unused accumulated annual leave shall be transferred with the employee.

More information may be found at [http://cf.umd.edu/umpolicies/usmpolicyInfo.cfm?polid=248](http://cf.umd.edu/umpolicies/usmpolicyInfo.cfm?polid=248) and [www.usmd.edu/regents/bylaws/SectionVII/VII701.html](http://www.usmd.edu/regents/bylaws/SectionVII/VII701.html)

b. Personal Leave

Employees are entitled to three days or 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. Part-time employees working 50 percent time or more shall receive personal leave on a prorated basis. Employees need only notify supervisors before taking personal leave. Unless a critical staffing shortage occurs or it is a period of high demand, personal leave shall be granted. 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.

Information may be found at [http://cf.umd.edu/umpolicies/usmpolicyInfo.cfm?polid=250](http://cf.umd.edu/umpolicies/usmpolicyInfo.cfm?polid=250) and [www.usmd.edu/regents/bylaws/SectionVII/VII710.html](http://www.usmd.edu/regents/bylaws/SectionVII/VII710.html)

c. Holidays

UMB provides 11 regular paid holidays each year (12 holidays during years of congressional or general elections) and three other paid holidays each year referred to as “floaters” that are earned on:

- February 12 (i.e., the former Lincoln’s Birthday Holiday);
- March 25 (the former Maryland Day Holiday); and,
- the former Good Friday Holiday (occurs the Friday before Easter Sunday)
Floaters are administered in the same manner as holidays. The University publishes and distributes annually a recommended holiday calendar. Schools and departments may establish and publish an alternate holiday calendar based on operational and academic considerations for the days on which floating holidays are observed, or the schools and departments may leave the scheduling of days to be observed for floaters up to an individual employee’s choice. Like annual leave, holidays must be earned on or before the paid day off being taken. Holidays must be scheduled and used in the calendar year in which they occur, and may not be carried over into the following calendar year. When a nonexempt employee is unable to take a scheduled holiday off because of operational denial by a supervisor, the employee will be compensated in accordance with UMB policies and procedures.

The UMB holiday calendar is published at: http://www.umaryland.edu/media/umb/af/fs/payroll/2016-Holiday-Schedule.pdf

d. Sick Leave
Sick leave is paid leave granted to employees in an effort to provide protection against the loss of earnings due to absences for health reasons. An employee may request that his/her illness, injury, or disability occurring during a period of annual or personal leave be charged to sick leave. Verification of such illness, injury, or disability may be required by the supervisor as a condition of sick leave approval. An employee may use on a continuous basis earned leave (sick, annual, personal, holiday, and compensatory leave), advanced sick leave, extended sick leave, leave granted through the leave reserve fund, or unpaid family medical leave, as needed for personal illness.

Employees earn 15 days of sick leave per year. Part-time employees working on at least a 50 percent time 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 an employee retires from the Maryland State Retirement and Pension Systems directly upon terminating employment, the employee will receive additional creditable service for accumulated unused sick leave, which would increase the amount of the benefit. Employees rehired by the University within three years of a separation may recover and be credited with the accrued sick leave balance they had at the time of their separation.

Earned sick leave is normally granted by the supervisor when an employee is absent because of: illness, injury, or disability of the employee; a prescheduled medical appointment, examination, or treatment for the employee with an accredited, licensed, or certified medical provider; illness or injury in the employee’s immediate family and medical appointments, examinations, or treatments for the immediate family member with an accredited, licensed, or certified medical provider; and care of a newborn child or adoption.

More information may be found at www.usmd.edu/regents/bylaws/SectionVII/ then click on policy number VII-7.45.

e. Advanced Sick Leave for Employee’s Illness
An employee who is unable to work due to a serious recoverable temporary disability or personal illness may be eligible to request advanced sick leave. Advanced sick leave is not an entitlement. At the discretion of the Director, Employee & Labor Relations, advanced sick leave may be granted in increments of 15 days for each calendar year of the employee’s USM/state service up to a maximum of 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 a satisfactory record of work performance and sick leave use; and,
- Have exhausted all available paid leave

More information may be found at
www.usmd.edu/regents/bylaws/SectionVII/ then click on policy number VII-7.45.

f. 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 recoverable temporary disability or personal illness. At the University’s discretion, extended
sick leave may be granted up to a maximum of 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,
Employee & Labor Relations. 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. To be eligible to receive extended sick leave,
the employee must meet the following requirements:

- Have at least five years of USM or state service;
- Have a satisfactory record of work performance and sick leave use; and,
- Have exhausted all available paid leave, including advanced sick leave

More information may be found at
www.usmd.edu/regents/bylaws/SectionVII/ then click on policy number VII-7.45.

g. Parental Leave

Regular full-time staff and faculty may be provided paid parental leave for up to eight weeks during a
six-month period surrounding: the birth of a newborn; the recent adoption of a child under the age of 6;
or, the assumption of other parenting responsibilities, such as foster-parenting or legal guardianship of a
child under the age of 6. For regular part-time staff working 50 percent time or greater, the amount of
parental leave is prorated. An employee may use any form of annual, sick, or personal leave, holiday, or
leave reserve fund leave, accrued or otherwise available under existing policies, to attain the up-to-eight-
week parental leave period. If an employee has insufficient leave to attain eight weeks of parental leave,
UMB will supplement paid leave days to bring the employee up to eight weeks of leave time. Eligibility
requirements for parental leave are one year of UMB employment, and written affirmation that the
employee will be the child’s primary caregiver during the parental leave period.

More information about parental leave may be found at
www.usmd.edu/regents/bylaws/SectionVII/ then click on policy number VII-7.49.

h. Death of a Relative

For the death of a close relative, the department head or designee may grant the use of up to five days of
accrued sick leave. If the death of a close relative requires an employee to travel and stay away from
home overnight, upon request the department head or designee may grant the use of up to a maximum of
seven days of accrued sick leave for this purpose. A close relative means a spouse, child, step-child,
foster child, mother or 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.

If the deceased relative is an employee’s aunt, uncle, niece, or nephew, the department head or designee may grant the use of one day of accrued sick leave. If the death of the relative requires an employee to travel and stay away from home overnight, upon request the department head or designee may grant the use of up to a maximum of three days of accrued sick leave for this purpose.

i. Family and Medical Leave Act (FMLA) Absence

Subject to eligibility, employees may request and be granted up to 12 weeks of family and medical leave (and job protection) per calendar year for “qualifying events” defined by the FMLA. 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 entering unpaid family and medical leave status. Human Resource Services is designated as the administrator of family and medical leave and all questions regarding the policy should be referred to Employee/Labor Relations. Supervisors shall immediately notify Human Resource Services of any employees in their department who have requested sick leave or family and medical leave due to a qualifying event.

More information may be found at http://hr.umaryland.edu/managers_toolkit/leave_administration#fml and http://cf.umaryland.edu/umpolicies/usmpolicyinfo.cfm?polid=273.

j. 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 with a reasonable expectation of a return to work, may request to use leave from the Leave 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, Employee & Labor Relations reviews the request in collaboration with the employing school/department and may submit it to the USM Office for consideration. To be eligible to receive leave from the Leave Reserve Fund, the employee must meet the following requirements:

- Have at least one 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 may be found at www.usmd.edu/regents/bylaws/sectionvii/ then click on policy number VII-7.45.

k. Accident Leave

A regular full-time or part-time employee who works 50 percent time or greater 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 months of accident leave. Accident leave is provided by the University at a rate of two-thirds of the employee’s regular pay, and such pay is not taxable. An employee receiving work-related accident leave shall continue to accrue leave and seniority, and shall not be denied health care benefits with the subsidy allowed by the state solely because of the use of accident leave. In addition, an employee has the right to file a claim with the Workers’ Compensation Commission. Accident leave is coordinated with family and medical leave.
For an employee to be eligible to receive consideration for accident leave, the injury must be within the guidelines of the Maryland Workers’ Compensation Act, and the following steps should be taken:

- 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 Environmental Health and Safety within 24 hours following the injury);
- Within three workdays of the injury, a physician must examine the employee and certify the employee is unable to work as a result of the injury.

More information may be found at www.ehs.umaryland.edu/Insurance/Workers_Comp/index.htm and http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=268.

1. Leave of Absence Without Pay

Under certain circumstances, an employee may apply for voluntary leave without pay. Primary considerations in granting leave of absence without pay are that it not disrupt or interfere with the operations or the work schedules of the organization and that it advance the activities of the institution. Leave without pay may also be granted for personal health reasons. To be eligible for voluntary leave without pay, an employee must hold a regular full-time or part-time (50 percent or more) position, have at least 12 months of service at UMB, have a satisfactory work performance record, and have no leave abuse record. If approved, all accrued leave must first be exhausted before leave without pay is enacted. Each case shall be determined on an individual basis. Supervisors may approve leaves of absence without pay that meet the eligibility criteria for a period of up to 30 days. Requests for longer than 30 days must be considered by the Director, Employee & Labor Relations. At the completion of the leave without pay period, the employee shall return to his or her former position, or an equivalent position within the same department. Leave without pay cannot exceed 24 months.

NOTE: Related to this topic, unauthorized work absences are also leave without pay situations—the difference is the lack of authorization.

More information may be found at http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=254.

m. Administrative Leave

When special circumstances arise, the President (or designee) may authorize administrative leave with pay. Such leave may be granted to all regular nonessential employees when special circumstances such as 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. In non-weather or non-emergency instances, the department head must submit written requests for administrative leave to the Director, Employee & Labor Relations for the President’s consideration at least 30 calendar days before the need for the leave. All approved administrative leave must be recorded on the employee’s timekeeping records.

n. Inclement Weather and Emergencies

When inclement weather or other emergency conditions exist, a decision by the President/Designee to cancel or delay classes will be communicated to the UMB community via the campus emergency phone line (410-706-8622), the UM Alerts system (phone and text messages, emails), and the campus emergency alerts Web page: www.umaryland.edu/helpdesk/systems/umalerts/. Local radio and TV media will also receive announcements.
In the event that an overnight weather or emergency condition results in a decision to cancel classes, the following announcement will be distributed:

“Classes at the University of Maryland, Baltimore are canceled. Liberal leave policy is in effect for University employees.”

In such cases, daytime and evening classes are canceled, essential staff must report at their regular time, and non-essential staff may use earned leave time if they choose not to report to work.

When a decision is made for a delayed opening, the following announcement will be distributed:

“The University of Maryland, Baltimore will be open at (e.g., 9 a.m., 10 a.m., etc.).”

In such cases, classes begin at the announced time, and essential staff report at their regular time and earn administrative leave/compensation as appropriate for hours worked prior to the announced opening time. All other staff report at the announced time, and administrative leave will be granted for any portion of their regular business day prior to the announced time.

If a decision is made for an afternoon closing, the following announcement will be distributed:

“The University of Maryland, Baltimore will close as of (e.g., 1 p.m., 3 p.m., etc.).”

In such cases, classes are canceled and administrative departments are closed. Essential clinical activities will remain open.

For more information, visit http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=199&section=all

o. Liberal Leave

When UMB decides to announce the option for employees who are not designated as essential to take liberal leave or to come to work, the absence of an employee choosing not to come to work will be charged to his or her available paid or unpaid leave. Supervisors may establish reasonable procedures for employees not designated as essential to notify their departments if they decide to take leave, but prior approval to take leave shall not be required when liberal leave is in effect. Essential employees must follow established procedures for essential staff regarding reporting to work when liberal leave is declared. Individuals who are unsure of their status should check with their supervisors to determine if they are essential or nonessential employees.

p. Jury Duty and Leave for Legal Actions

The University shall grant jury service leave with pay for time spent on jury duty. Employees must advise their immediate supervisor of the prospective date of jury duty upon receipt of notification. Employees will be responsible for providing documentation verifying attendance at jury duty. Time permitting, employees who are dismissed from jury duty will be expected to return to work for the balance of the scheduled workday.

An employee who is not a party to a legal action or court proceeding and who is subpoenaed to appear in a court action before a grand jury, before an administrative agency, or for a deposition, may be absent from the job without loss of pay or charge to any leave. Employees must advise the immediate supervisor of the prospective date of the appearance in court upon receipt of the subpoena. The employee shall provide documentation to verify attendance. More information is available at

http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=258
www.usmd.edu/regents/bylaws/SectionVII/VII721.html
http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=260 and
q. Military Leave
An employee is entitled to Military Training Leave with pay for military training purposes for a period of not more than 15 workdays (prorated for part-time employees) in any calendar year. Military training leave applies to employees who are members of the organized militia or the Army, Navy, Air Force, Marines, Coast Guard Reserves, or National Guard.

More information may be found at [http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=372](http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=372)

r. Attending Class During Work Hours
It is the purpose of the tuition remission program to assist employees and their dependents in gaining college level and advanced education. Therefore, attendance at regularly scheduled classes offered at the University is encouraged. Although this incentive is offered, the employee must obtain supervisory approval prior to class enrollment.

V. MEDICAL BENEFITS

a. State of Maryland Health Benefits Insurance
UMB offers three types of health insurance plans available through several vendors through payroll deduction (pre-tax for federal and state income and FICA taxes). There are no pre-existing conditions exclusions. The University pays a major portion of the insurance premiums for the health, prescription, and dental plans for regular employees who are employed 50 percent or more. Contingent Category II employees are eligible to receive a subsidy for their health benefits if specified in their employment contract. It normally takes two to three pay periods for health insurance to become effective after the initial enrollment paperwork is submitted. Retroactive coverage to the date of hire is available upon request.

UMB offers three types of medical plans:
- Preferred Provider Organizations (PPO)
- Point of Service Plans (POS)—(HMO’s with out-of-network options)
- Exclusive Provider Organizations (EPO’s)

Vision and behavioral health coverage is included in the health insurance plans with no extra premium. For more information, visit [http://hr.umaryland.edu/docs/Benefits/BenefitsGuideFY2014.pdf](http://hr.umaryland.edu/docs/Benefits/BenefitsGuideFY2014.pdf)

b. Prescription Insurance
UMB offers one prescription plan, which is separate from the medical plans. The plan features a voluntary mail order program for maintenance drugs. For more information, visit [http://hr.umaryland.edu/docs/Benefits/BenefitsGuideFY2014.pdf](http://hr.umaryland.edu/docs/Benefits/BenefitsGuideFY2014.pdf) and [http://hr.umaryland.edu/docs/Benefits/Prescription/ExpressScriptsPlanBrochure.pdf](http://hr.umaryland.edu/docs/Benefits/Prescription/ExpressScriptsPlanBrochure.pdf)

c. Dental Insurance
The dental plans are separate from the health plans. UMB offers one PPO dental plan and one HMO dental plan. For more information, visit [http://hr.umaryland.edu/docs/Benefits/BenefitsGuideFY2014.pdf](http://hr.umaryland.edu/docs/Benefits/BenefitsGuideFY2014.pdf)
d. Flexible Spending Accounts (Health Care and Dependent Care)
This program is offered to employees who work at least 50 percent time or more for the purpose of covering qualified unreimbursed health care expenses and/or day care expenses. A health care payment (debit) card will be provided to pay for eligible expenses (such as doctor’s office visits and prescription co-pays). In lieu of use of the card, a claim may be filed and reimbursement will be sent within a few days. This benefit lowers an employee’s taxable income. A customer service center is open 24 hours per day, seven days per week. For more information, visit http://www.connectyourcare.com/statemd/OEBrochure2014.pdf

VI. INCOME PROTECTION BENEFITS

a. Life Insurance Plans
Two group life insurance plans are available with premiums paid through payroll deduction. One plan is offered by the State of Maryland. The University System of Maryland offers the other plan. Employees may enroll in both plans. Only those working 50 percent time or greater are eligible for either plan.

In the state plan, the first $50,000 is guaranteed issue and the employee can sign up for as much as $300,000 in $10,000 increments with medical underwriting. Rates are age-based. In the University System plan, the first $50,000 is guaranteed issue and the individual can sign up for as much as six times his/her salary (not to exceed $750,000) in $10,000 increments with medical underwriting.

For more information, visit http://dbm.maryland.gov/benefits/Documents/Minnesota%20Life%20Employee%20Information.pdf http://hr.umaryland.edu/docs/Benefits/HealthCare/Life_Insurance_Chart_70113.pdf

b. Accidental Death and Dismemberment Insurance
This program is offered to provide benefits for the employee and dependents in the case of an accidental death, or a specific loss such as that of a hand, foot, or eye. Only those working 50 percent time or greater are eligible for either plan. This insurance does not cover work-related accidents and is separate from a life insurance policy. Work-related accidents are covered by accident leave and workers’ compensation benefits. Premiums are paid through payroll deduction at group rates for the employee and their family. For more information, visit http://dbm.maryland.gov/benefits/Documents/Minnesota%20Life%20Employee%20Information.pdf

c. Long-Term Disability Insurance
This program provides the continuation of a portion of your income while disabled after a required waiting period. Only those working at 50 percent time or greater are eligible. Premiums are paid through payroll deduction at group rates that are based upon the employee’s age, salary, and the selection of either a 90-day or 365-day waiting period. For more information, visit http://hr.umaryland.edu/docs/Benefits/HealthCare/LTD_Highlight_Sheet.pdf

d. Long-Term Care
Long-term care is the type of care received at a nursing home, rehabilitation facility, or similar location when an individual needs assistance with the activities of daily living or has suffered severe cognitive impairment. Only those working 50 percent time or greater are eligible. Premiums are based on group rates and age. All family members are eligible for coverage, including parents, in-laws, and siblings.

VII. RETIREMENT INFORMATION

a. Mandatory Retirement Programs
As a condition of employment, employees are required to participate in a recognized State of Maryland retirement program. Nonexempt employees (working 24 percent time or more) must participate in the Maryland State Retirement and Pension System (MSRPS). Faculty and exempt employees (working 24 percent time or more) have a choice of either the MSRPS or the Optional Retirement Program (ORP).

1. **Maryland State Retirement and Pension System** (Faculty; Exempt and Nonexempt Staff)
   
   FEATURES:
   - Mandatory employee contribution of 7 percent plus a University contribution
   - Monthly pension payment for eligible retirees
   - Funds invested by MSRPS
   - Money fully vested in 10 years
   - Normal retirement age of 65 with 10 years of service, or the Rule of 90 (age plus years of service equals 90)
   - Disability retirement provision
   - Death benefit equal to one year of salary in event of death while actively employed
   - Fully subsidized health insurance to retiree and his/her dependents once individual has reached 25 years of service

   For more information, visit
   [http://hr.umaryland.edu/Current_Employees/Benefits/Retirement/Enrolling_in_Retirement](http://hr.umaryland.edu/Current_Employees/Benefits/Retirement/Enrolling_in_Retirement)

2. **Optional Retirement Program**
   
   FEATURES:
   - University contribution of 7.25 percent of base salary up to the federal limit during the fiscal year
   - No mandatory employee contribution
   - Money vested immediately
   - Employee choice of company with which to deposit money and how funds are invested—future benefits are based upon how investments perform
   - No disability retirement provision
   - No death benefit
   - Health insurance upon retirement to retiree and his/her spouse—contact Benefits Office for more information

   For more information on optional retirement programs, visit
   [http://hr.umaryland.edu/Current_Employees/Benefits/Retirement/Retirement_Plans_Overview](http://hr.umaryland.edu/Current_Employees/Benefits/Retirement/Retirement_Plans_Overview)
   [http://hr.umaryland.edu/Current_Employees/Benefits/Retirement/Enrolling_in_Retirement](http://hr.umaryland.edu/Current_Employees/Benefits/Retirement/Enrolling_in_Retirement)

b. **Supplemental Retirement Annuities** (SRAs)—403(b), 401(k), 457(b), and Roth
   
   SRA accounts allow employees to set aside monies on a pretax basis to save for retirement. These plans are in addition to the mandatory retirement plans and are available to all employees. For complete information on the SRAs, visit
   [http://hr.umaryland.edu/Current_Employees/Benefits/Retirement/SRA](http://hr.umaryland.edu/Current_Employees/Benefits/Retirement/SRA)

   All of the SRA retirement vendors have convenient on-campus office hours to assist you with enrolling and with planning for retirement. To schedule an on-campus meeting with a vendor, visit
   [http://hr.umaryland.edu/Current_Employees/Benefits/Retirement/Retirement_Vendor_Information](http://hr.umaryland.edu/Current_Employees/Benefits/Retirement/Retirement_Vendor_Information)
NOTE: When considering leaving employment with the University, it is very important that employees review with the UMB Human Resource Services (HRS) office the status of current and future benefits to which the employee is entitled. Most benefits offered by UMB are part of a benefits package provided through the State of Maryland. Only HRS staff members possess the expertise to assist employees in the application of benefits to them after leaving UMB employment. It is strongly urged that employees leaving UMB service set up an appointment with an HRS benefits staff member to review their options and entitlements.

OTHER BENEFITS AVAILABLE TO REGULAR EMPLOYEES

a. Tuition Remission
Regular full-time employees and regular part-time employees working on a 50 percent time or greater basis, as well as their spouses and dependent children, may receive tuition benefits for most programs (MD and DDS programs are exempt) at any participating campus of the University System of Maryland (USM). Employees must have two years of University service to be eligible for tuition remission for their spouse and dependent children. Tuition remission for spouses and dependent children of employees applies only toward the first undergraduate degree at a participating institution within the USM. For more information, visit http://hr.umaryland.edu/docs/Benefits/Educational_Benefits/TRRBrochure.pdf http://hr.umaryland.edu/Current_Employees/Benefits/Educational_Benefits/index.html

b. Tuition Reimbursement
Tuition reimbursement is provided for work-related courses not offered at a participating USM campus. The employee pays for the course and is reimbursed. Employees must show that the course is not available within USM and the course must be job related and pre-approved. For more information, visit http://hr.umaryland.edu/docs/Benefits/Educational_Benefits/TRRBrochure.pdf http://hr.umaryland.edu/Current_Employees/Benefits/Educational_Benefits/index.html

VIII. BENEFITS AVAILABLE TO CONTINGENT II CONTRACTUAL EMPLOYEES

Contingent II Contractual employees who are full-time or who work on a part-time basis of 50 percent or more are hired through a competitive process and receive a written contract for a duration of at least six months but no longer than a year. The contract also covers any employee benefits being made available, if applicable. Contingent II employees are not regular employees, but are entitled to the following minimum benefits. Where applicable, they are prorated based on the percentage of time worked.

a. Leave Package. CII employees are eligible to receive the following leave package per contract year which shall be pro-rated for contracts (1) less than a full year and/or (2) for part-time employment:
   · Ten (10) days of annual leave;
   · Five (5) days of sick leave;
   · Three (3) personal days;
   · Eight (8) holidays to include New Years, Martin Luther King, Jr. Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day.
Leave balances are awarded at the beginning of the contract year, and can be used only during the duration of the contract period. There is no option to carry over annual, sick, holiday, or personal leave balances from one contract period to another.

b. **Health Insurance, Prescription Plan, Dental Insurance** are available to all contractual employees on a post-tax basis by paying COBRA rates directly to the State of Maryland Health Benefits Division, Department of Budget and Management. Departments may opt to provide the employee with financial assistance to offset a portion of their health insurance costs.

c. **Tuition Remission**
   Available to UMB Contingent II employees only at UMB for UMB courses, visit [http://hr.umaryland.edu/Current_Employees/Benefits/Educational_Benefits/index.html](http://hr.umaryland.edu/Current_Employees/Benefits/Educational_Benefits/index.html)

d. **Income Protection Insurance**
   Term life insurance and long-term disability insurance

e. **Supplemental Retirement Accounts**
   Pre- and post-tax plans are available for additional savings: 403(b), 401(k), deferred compensation (457b), and Roth. For more information, visit [http://hr.umaryland.edu/Current_Employees/Benefits/Retirement/SRA](http://hr.umaryland.edu/Current_Employees/Benefits/Retirement/SRA)

IX. **OTHER BENEFITS AND SERVICES AVAILABLE TO ALL EMPLOYEES**

a. **Employee Assistance Program (EAP)**
   The Employee Assistance Program is a free, confidential counseling and referral service available to all employees and their family members. The EAP is staffed by trained mental health professionals and is designed to assist employees and family members experiencing personal, professional, or family problems. The EAP staff provides short-term counseling and makes referrals to other appropriate resources as needed. For more information, visit [www.umb-eap.org](http://www.umb-eap.org)

b. **Campus One Card**
   The One Card is the official employee ID card. In addition to access to your building, the One Card provides access to many University on- and off-campus services such as parking, library services, copy/print services, vending, athletic center services, building/door access, and the bookstore. For more information, visit [www.umb-one.umaryland.edu](http://www.umb-one.umaryland.edu)

c. **Parking**
   The University strives to provide adequate parking for its employees, students, and visitors. To provide a sufficient number of parking spaces for the campus community, UMB must charge fees in order to pay for operation and maintenance of parking facilities. Due to the size of the University staff and student bodies, the University attempts to provide but cannot guarantee parking for all students and staff willing and able to pay for spaces. All persons affiliated with the University as faculty, staff, or students who wish to park a vehicle on a University parking lot or in a University garage must register that vehicle with University Parking and Transportation Services. An appropriate parking permit will be issued. Employee fees for assigned parking will be paid through biweekly payroll deductions. Paid daily parking is also available. For more information, visit [https://www.umaryland.edu/parking/faculty_staff/index.html](https://www.umaryland.edu/parking/faculty_staff/index.html)
d. Transit Subsidy
UMB staff may take advantage of a transit subsidy benefit. The price of a subsidized Maryland Transit Administration commuter pass is reduced by 41 percent or 52 percent for employees, depending upon the employee’s income tax bracket. For more information, visit www.parking.umaryland.edu/Transportation/CBP/index.htm

e. UMB shuttle
UMB operates a bus transportation system for faculty, staff, and students free of charge. There are three separate bus routes extending as far as Mount Vernon, Fort Avenue, and the Inner Harbor. The UM shuttle operates from 6 a.m. until midnight during weekdays and 5 p.m. until midnight on the weekends and during the summer. There is no service on University holidays. Each shuttle route uses multiple buses.

Shuttle riders only need to show a valid UMB or University of Maryland Medical Center ID card to obtain a ride. Details of UM shuttle’s three routes—BioPark, Federal Hill, and Mount Vernon—are available at www.umaryland.edu/shuttlebus. Smartphone users can follow the location and arrival times of buses through the free NextBus app. The SMC Campus Center offers an information desk with shuttle tracking boards. The shuttle hub for all routes is at the corner of Pine and Baltimore streets. Shuttle routes have been designed to connect with other public transportation options such as the Charm City Circulator and Light Rail.

f. e-Learning
e-Learning is an electronic “library” of more than 2,100 business and technology courses available to UMB faculty and staff via the Internet. It is available 24 hours a day, 7 days per week at no cost to employees or their departments. Through e-Learning, employees can gain new skills and knowledge, and enhance existing strengths. The “library” includes courses and simulations, job aids, and skill briefs. Certification programs and mentoring are available for some topics. For more information, visit http://hr.umaryland.edu/Current_Employees/eLearning/index.html

g. Libraries
UMB’s Health Sciences and Human Services Library (HS/HSL) is open to the public. A photo ID is required to enter. Anyone may use the library’s resources in-house. Employees wishing to borrow a book must become a borrowing member of the HS/HSL. For more information, visit www.hshsl.umaryland.edu

The Thurgood Marshall Law Library offers the law school community a wide array of print and electronic resources that are essential for legal research. After 8 p.m. on weekdays and 5 p.m. on weekends and holidays, access to the Francis King Carey School of Law building is granted only to faculty, staff, and students of UMB or another University System of Maryland campus, as well as attorneys and alumni of the law school. For more information, visit www.law.umaryland.edu/marshall

h. Credit Union
The State Employees Credit Union (SECU) is a full-service credit union that helps members reach their financial goals. University staff and their families are eligible to join SECU. Payroll deductions are available through the credit union. For more information, visit http://www.umaryland.edu/campuslife/community/banking/
i. Recreation and Athletics
University Recreation and Fitness has two campus locations: one in the Southern Management Corporation Campus Center, and one at the University of Maryland BioPark. A wide array of athletic and fitness programs and excellent facilities, including a pool, are offered to all staff, faculty, and students. For more information, visit www.umaryland.edu/urecfit/index.html

j. Security
The UMB Police Force has concurrent jurisdiction with the Baltimore Police Department within the University boundaries, including the streets and sidewalks. Buildings are staffed with campus security officers. The Police Force has approximately 70 sworn officers who are supported by about 80 security officers, seven police communication officers, and administrative staff.

Police escorts are available on campus, and are recommended for those working late and traveling alone. To obtain a police escort, call 410-706-6882. A police escort vehicle also operates from 6 p.m. to 1 a.m.

For more information on campus security, visit www.umaryland.edu/police/
UMB Employee Handbook Acknowledgment Form

This handbook has been prepared as a general resource to acquaint employees with many of the policies, procedures, and employee benefits of the University of Maryland, Baltimore (UMB). It is not intended to be all-inclusive. This handbook references laws, regulations, policies, and procedures applicable at the time of publication that may be changed from time to time, with or without notice. If changes occur, amendments may be made to information in this handbook.

The handbook includes only summaries of various policies. If there are any inconsistencies between these summaries and the applicable policies, the provisions of the applicable policies govern and supersed the summaries. This handbook is not to be considered a contract and does not constitute an agreement, implied or otherwise, as to the terms and conditions of employment at UMB. In the event of a dispute, the provisions in the appropriate source documents will govern. Employees may review the source documents in the offices of UMB Human Resource Services (HRS) or at the Web address specified for the applicable policy. Please review this handbook and retain it for future reference.

Employees with questions regarding the content of this handbook should contact HRS. The handbook may also be accessed online at the HRS website, www.hr.umaryland.edu. All UMB policies and University System of Maryland (USM) policies may be accessed online via the UMB policies and procedures website, http://cf.umaryland.edu/umpolicies.

* * * * * * * * * * * *

I acknowledge that I have received an electronic file copy of the UMB Employee Handbook and that it is my responsibility to read the contents this handbook and the underlying policies and procedures referenced in the handbook. I understand that UMB has the right to change the contents of the handbook with or without notice, and that the contents of the handbook are of a summary nature—to fully understand its contents I must review the source documents. I also understand that future changes in policies and procedures may supersede or eliminate those found in this handbook, and every effort will be made by UMB Human Resource Services to update the online version of the handbook. I also understand and agree that the information in this handbook does not constitute an employment contract between UMB and me.

__________________________________________  ___________________________
Employee Signature                               Date

__________________________________________
Employee Name (please print)

PLEASE RETURN A SIGNED COPY OF THIS FORM TO THE HRS REPRESENTATIVE