



# UNIVERSITY OF MARYLAND

PERSONNEL SERVICES DEPARTMENT


Office of the Director

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November 8, 2004

## MEMORANDUM

**TO:** Vice Presidents, Deans, Directors, and Department Heads

**FROM:** Dale O. Anderson   
Director, University Human Resources

**SUBJECT:** Change in 2004 Nonexempt Memorandum of Understanding – Comp Time

The University and AFSCME have agreed to supercede language contained Article 3, Section 8 of the 2004 Nonexempt Memorandum of Understanding (MOU) regarding compensatory time. The new provision is printed in full on the reverse side (new language in italics). While part of the original language remains, the changes provide:

- Employees may carry up to 60 hours of compensatory time from quarter to quarter (“carryover”) instead of having to be paid out after 90 days
- The maximum total allowable compensatory time accumulation within any quarter shall be 240 hours (including carryover)
- Employees who accumulate more than 60 hours of compensatory time will be paid the excess only at four specific times in the year (first payroll period in February, May, August and November) **and only those hours over the 60-hour carryover ceiling**. For example, an employee who carries 50 hours of compensatory time from a previous quarter who earns 20 additional hours during the next quarter will receive payment for 10 hours (50 carryover hrs. + 20 newly earned – 60 = 10 hours to be paid) at the end of the quarter according to the schedule of payment. A WOW report will be run at the end of the first payroll period of each new quarter (beginning with pay period ending November 13, 2004) to determine if any payment will be due.
- Until the quarterly payout date, the total hours accumulated would be available for use by the employee (in the example above, the full 70 hours could be taken with *the most recent hours earned being taken first*).
- Management may *choose, at their sole discretion*, to pay any hours not taken (the carryover hours), if the employee does not take them within 12 months of when they are earned at any time. This will allow management to avoid escalating liability for accumulated compensatory time hours.

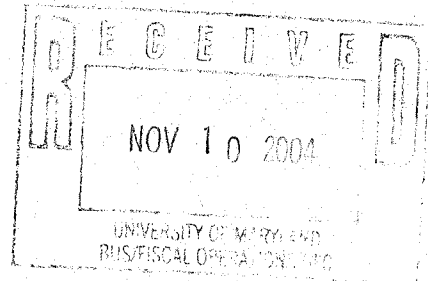
We believe these new provisions will be less burdensome of departmental timekeepers and allow flexibility to workers to use their compensatory time more broadly than the originally negotiated terms. The 2004 Nonexempt Memorandum of Understanding found at <http://www.uhr.umd.edu/Policy/employee.htm> reflects the revised language.

The change becomes effective immediately. If you have any questions regarding this matter, please contact Staff Relations on extension 5-0001.

cc: PHR Creators

Article 3, Section 8 – Compensatory Time Off

At the request of the employee, subject to management approval, overtime work may be compensated in the form of compensatory time off. Request for earning comp time shall not be unreasonably denied. It shall not be considered unreasonable to deny comp time to a bargaining unit employee that works in a Department/Office where there are three or less bargaining unit employees. When compensatory time off is granted, the employee shall be compensated at a time and one-half basis for all hours of work. *An employee may carry up to a maximum of sixty (60) hours of accrued compensatory time while they remain in the same University department; the maximum total allowable compensatory time accumulation is 240 hours. Employees transferring to another department within the University shall be paid all hours of accrued compensatory time. All accrued compensatory time in excess of sixty (60) hours as of the first regular pay period in February, May, August, and November will be paid at that time. At the sole discretion of management, accrued compensatory time not used within twelve (12) months of the date it is earned may be paid at any time.*



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**To:** UMCP (only) PHR Creators and Approvers  
**Subject:** Comp Time Pay Out for N-E Bargaining Employees

From: Kirby\_Jeffrey\_T. [mailto:jtk@mail.umd.edu]  
Sent: Tuesday, November 16, 2004 11:35 AM  
To: UMCP (only) PHR Creators and Approvers  
Subject: Comp Time Pay Out for N-E Bargaining Employees

Attention UMCP (only) PHR Creators and Approvers:

The University of Maryland, College Park and AFSCME (the UMCP Nonexempt Bargaining Unit) have made an agreement with regards to Comp Time and the Nonexempt Bargaining employees. THIS AGREEMENT ONLY APPLIES TO THE UMCP NONEXEMPT BARGAINING EMPLOYEES.

The new provision states that any UMCP Nonexempt Bargaining employees accumulating more than 60 hours of compensatory time will be paid for time in excess of 60 hours at four specific times of the year (February-PP16, May-PP25, August-PP05 and November-PP10). For example, if an employee has 70 hours of Comp Time after the close of one of the specified pay periods listed above, they are to be paid out for 10 hours of compensatory time. The carryover balance of 60 hours will continue to be available for use during the next 3month period.)

In order to assist the units with this process, a new WOW report has been created to identify those NONEXEMPT BARGAINING employees that have comp time balances exceeding the 60 hour carryover limit. The report ONLY displays those employees exceeding the 60 hour comp time limit, as well as the hours in excess that should be paid to the employee. Employees with WOW access within your unit should process this report after the close of the pay period outlined above. The first payout should be made based on the balances at the close of PP10, which ended November 13, 2004. The "Bargaining Comp Time" report can be found on WOW under the PHR Queries and Reports/Appointment Reports folder.

There is a two step process to pay out the employees for Comp Time in excess of 60 hours, which includes:

1. Complete a pay adjustment (pay certification card) for the amount owed the employee (Hrs in excess of 60 x Regular hourly pay) and code this amount to the Regular Salary Subcode and Item number.
2. Adjust the PHR Comp Time Bank Balance by navigating to the employee's Appointment Information screen and clicking on the "Admin-Compensatory Time Lv Bank Adjustment" button at the bottom of the appointment. Once the Comp Time Bank Adjustment screen appears, reduce the Comp Time bank balance by the number of hours the employee is being paid for, by entering a NEGATIVE amount in the Compensatory Time fields. (For example, if you are paying out 10 hours of Comp Time, then enter -10:00 in the bank adjustment fields.) Click on Save when done.

The first payout (for November) should be submitted on a pay certification card due this Friday, November 19th.

If you have any questions regarding this agreement, you should contact Staff Relations at ext. 50001. Other questions regarding this should be directed to the PHR Service Center at ext. 57575.