

ADMINISTRATIVE PROCEDURE – College of Agriculture and Natural Resources

Sub-unit: University of Maryland Extension

Subject: Compensatory Time for Employees

Effective Date: Updated January 2020/ previous communication January 2009

Faculty

University of Maryland Extension Field Faculty are unique in that they are the only faculty members on campus (UMCP) who earn Compensatory (Comp) Time. This has been granted to accommodate the outreach efforts of our land-grant mission.

Comp Time may be earned on weekends for hours worked in connection to teaching a class or conducting a workshop. If you are holding a program on a Saturday or Sunday, you would first mark the day as a Duty Day in your timesheet. You would then make note of the actual hours worked (8 hours maximum) in the comments section of your timesheet. Time worked does not include commuting time. Please include the date and name of the program in addition to the actual hours worked in the comments section. Comp time earned is to be used within 30 calendar days. The UME Field Faculty Compensatory Time (Excel worksheet) should be used for record-keeping purposes. (Addendum)

It is also important to note that work performed in the evenings (Monday – Friday) should be flexed into the faculty schedule during the work week.

Staff

Non-Exempt Staff - Comp time must be approved by a supervisor. Staff members are to record the total hours for the day worked. For each week that comp time is earned, staff members must click on the button to designate the time as comp time. Comp time is earned at time and a half. Per University of Maryland Policy, staff members may not exceed 240 hours in their leave bank.

Exempt Staff are not eligible to earn comp time.