

USM Bylaws, Policies and Procedures of the Board of Regents

USM HR Policy Review Sheet

Policy Number: VII – 4.30

New Policy Title: Policy on Salary Advances for USM Employees

Old Policy Title: Policy on Salary Advances

1. Policy Application: Nonexempt Staff Exempt Staff Faculty Contingent Staff
 All Other: _____

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: _____

Clarifications: _____

Transfer to another policy or chapter: _____

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: _____

VII-4.30 - POLICY ON SALARY ADVANCES FOR USM EMPLOYEES

(Approved by the Board of Regents, June 21, 1990; Amended , 2015)

I. PURPOSE AND APPLICABILITY

This Policy establishes procedures to administer salary advancement and applies to Regular Status Nonexempt Staff, Exempt Staff and Faculty employees of the University System of Maryland (USM).

II. ADMINISTRATION

A. ~~1~~ Salary advances against unearned income generally shall not be made to employees.

B. ~~2~~ Exceptions to this Policy shall be authorized by the President or designee Chief Executive Officer of the constituent institution ~~or component~~.

C. ~~3~~ Authorized salary advances shall not exceed 90 percent of the expected biweekly salary.

D. ~~4~~ Copies of the authorization shall be provided to the Chancellor.

C. ~~5~~ The advancing of sick leave as provided by the ~~University of Maryland System~~ USM is exempt from the provisions of this Policy.

IMPLEMENTATION PROCEDURES:

Each President shall: identify his/her designee(s) as appropriate for this policy; develop procedures as necessary to implement this policy; communicate this policy and applicable procedures to his/her institutional community; and post it on its Institution website.