

**USM Bylaws, Policies and Procedures of the Board of Regents**

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**USM HR Policy Review Sheet**

**Policy Number: VII – 7.25**

**New Policy Title: Policy on Leave for Service as Election Judge for Regular Status Nonexempt and Exempt Staff Employees**

Old Policy Title: USM Policy on Leave for Service as Election Judge for Exempt and Nonexempt Staff Employees on Regular Status

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Terminology outdated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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DRAFT 1/15/13**

**VII - 7.25 – ~~USM~~ POLICY ON LEAVE FOR SERVICE AS ELECTION JUDGE FOR  
REGULAR STATUS NONEXEMPT AND ~~NONEXEMPT~~ STAFF  
EMPLOYEES ~~ON REGULAR STATUS~~**

(Approved by the Board of Regents, October 22, 2004; Amended 2015)

**I. PURPOSE AND APPLICABILITY:**

To establish a paid administrative leave category called Leave for Service as Election Judge for all Regular status-NoneExempt and NoneExempt Staff employees ~~on Regular Status~~ that permits an employee, under certain circumstances, to be absent from duty without loss of any pay or without charge to the employee's accrued leave.

**II. GENERAL**

A USM employee, appointed by the Election Director of a Local Election Board, as specified in the Annotated Code of Maryland, Election Law Article, Section 10-203, shall be entitled to use one hour of paid administrative leave for each hour of service as an Election Judge up to a total of eight (8) hours for each day of service without loss of pay or charge to any leave; and shall be entitled to receive the election judge compensation as specified in the Annotated Code of Maryland, Election Law Article, Section 10-205.

**III. CRITERIA**

The following criteria shall be used to determine if an employee shall be granted paid administrative leave as an Election Judge:

- A. The USM employee must serve as an Election Judge during hours that the employee was otherwise scheduled to work for the USM.
- B. The USM employee must notify her/his supervisor, no less than 30 calendar days prior to the election date, of the employee's intention to work as an Election Judge to accommodate any scheduling changes.
- C. The USM employee must provide her/his supervisor with documentation from the Election Board, confirming the date and hours in service as an Election Judge, within the pay period in which the employee served or the next business day.
- D. Paid Administrative Leave for State/University Holidays on specific election days will not be applicable unless the employee is scheduled to work on that State/University Holiday.

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- E. Elections under this law include all general, primary and special elections.

### **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 Institutional website.

~~Each Chief Executive Officer shall identify his/her designee(s) as appropriate for this policy; shall develop procedures as necessary to implement this policy; and shall communicate this policy and applicable procedures to his/her institutional community.~~

### **REPLACEMENT FOR:**

~~————N/A~~

### **REFERENCE:**

~~Annotated Code of Maryland, Election Law Article, Section 10-202, *et seq.*, effective October 2, 2003.~~