

TOPIC: University of Maryland University College: Proposed Institutional Human Resources Policies

COMMITTEE: Finance

DATE OF COMMITTEE MEETING: March 30, 2017

SUMMARY: At the January 26, 2017, Finance Committee meeting, UMUC presented a comprehensive set of proposed human resources policies intended to replace University System of Maryland policies contained in “Section VII: Personnel/Human Resources” of the Board of Regents Policies and Procedures. Following that meeting, representatives of UMUC met with the USM Office of Human Resources to discuss instances where the proposed policies vary substantively from existing USM policies. As a result of that meeting, UMUC amended ten of the policies that were presented to the Committee at its January 26th meeting. Those policies are:

- VII-1.00-UC-UMUC Policy on the Human Resources Management Program
- VII-1.32-UC-UMUC Policy on Layoff and Recall of Exempt and Overseas Staff Employees
- VII-2.30-UC-UMUC Policy on Employee and Applicant Disclosure of Misconduct
- VII-3.00-UC-UMUC Policy on Wellness Programs for Staff and Faculty Employees
- VII-6.02-UC-UMUC Policy on Employee Files for Staff and Faculty Employees
- VII-7.30-UC-UMUC Policy on Holiday Time Off
- VII-7.45-UC-UMUC Policy on Sick Time Off
- VII-7.49-UC-UMUC Policy on Parental Time Off and Other Family Support
- VII-9.11-UC-UMUC Policy on the Pay Program and Administration for Exempt and Overseas Staff Positions
- VII-10.00-UC-UMUC Policy on Review of Certain Contracts and Employment Agreements

In addition, two new policies have been added. They are:

- VII-7.23-UC-UMUC Policy on Time Off for Military Training and Military Administrative Time Off
- VII-7.50-UC-UMUC Policy on Family and Medical Leave for Staff and Faculty.

All proposed policies have been approved for legal form and sufficiency by the Office of Attorney General. Attached is a comprehensive spreadsheet summary of the proposed policies. It identifies each proposed UMUC policy name and number, cross-references it to the existing USM policy and existing UMUC policy number, provides UMUC’s summary of any substantive changes, and provides comments by the USM Office of Human Resources. The spreadsheet identifies the ten revised and two new policies under the last column titled “USMO-HR Comments with UMUC Responses.”

The proposed policies, along with the current USM policies, can be found on the USM website at <https://www.usmd.edu/regents/bylaws/drafts/umuc-hr/>.

ALTERNATIVE(S): The Committee could recommend amendments to any or all of the policies.

FISCAL IMPACT: There is no estimated fiscal impact.

CHANCELLOR'S RECOMMENDATION: That the Finance Committee recommend that the Board of Regents approve for UMUC the proposed institutional human resources policies as submitted. UMUC shall return to the Board of Regents for approval of substantive changes to these policies and the creation of new human resources policies.

COMMITTEE RECOMMENDATION: RECOMMEND APPROVAL

DATE: 3/30/17

BOARD ACTION:

DATE:

SUBMITTED BY: Joseph F. Vivona (301) 445-1923

HR Business Model Policy Review Summary (Updated March 2017)

Summary of substantive updates included in the proposed UMUC HR Policies.

Proposed UMUC Policy Name & Number	Replacement for Inst Policy Name(s) & Numbers(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES
VII-0.10-UC UMUC Policy on Establishment and Assignment of Staff Job Groups and Employment Status Groups	<div>USM VII-9.31 Policy on Establishment and Assignment of Staff Job Groups and Employment Status Groups</div> <div>OS 2.00 - Policy on Assignment of Staff Employment Groups</div>	<ul style="list-style-type: none"> UMUC will use this as its first policy because it establishes the framework, and clarifies terminology on which the remainder of the policies are based. PER AAG REVIEW - Removed section on Job Subgroups, as UMUC does not currently create job subgroups and does not foresee utilizing job subgroups in the future PER AAG REVIEW – Removed reference to Contingent I benefits and placed within VII-1.40-UC – UMUC Policy on Contingent Employment 	
VII-1.00-UC - UMUC Policy on the Human Resources Management Program	Policy on the USM Human Resources Management Program	<ul style="list-style-type: none"> In order to recognize collective bargaining at UMUC, the statement "Employees under Collective Bargaining shall follow the Memorandum of Understanding (MOU)" has been used in the applicability section throughout all of the policies listed below. Included Contingent and Overseas Staff and Faculty Added that, effective July 1, 2017, Section VII of USM Policies and Procedures no longer apply to UMUC with the exceptions of policies 5.00, 5.01, 5.10, 9.00, and 9.01. Also added that any exceptions, modifications or waivers of the UMUC HR Policies must be reviewed and approved by the President or Designee. Changed authority to UMUC President and Executive Committee instead of Chancellor and President, respectively. 	<ul style="list-style-type: none"> Provides that collective bargaining agreement supersedes policies, if there is a conflict between the two UMUC: Correct, this has been our long-standing practice. Revised Feb. 2017 in response to USMO comments

* These policies will not be replaced, they will be referenced in the New UMUC policy

Highlighted text indicates USMO's identification of changes worth special attention.

Proposed UMUC Policy Name & Number	Replacement for Inst Policy Name(s) & Numbers(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES
VII-1.01-UC UMUC Policy on Recruitment, Selection, and Probation	USM VII-1.01 Policy on Recruitment and Selection	<ul style="list-style-type: none"> Combined Policy on Recruitment and Selection (USM VII - 1.01) and Policy on Probation (USM VII - 1.21) 	<ul style="list-style-type: none"> Nonexempts now eligible for merit during probationary period, in addition to 2.5% increase upon completion - Although UMUC states its current practice is that Nonexempt employees are eligible for merit increases during probation, USM policy prohibits this for those serving an Original Probation. (USM policy requires a 2.5% salary increase at successful conclusion of probation.) Proposed policy provides eligibility for merit during probation.
	USM VII-1.21 Policy on Probation for Regular Nonexempt and Exempt Staff Employees	<ul style="list-style-type: none"> Updated time off references to align with UMUC time off titles 	
	OS 5.00 Policy on Overseas Recruitment and Selection	<ul style="list-style-type: none"> PER AAG REVIEW – Added that an exception to the notice requirement may be given if the employee endangers the health or safety of any UMUC employee, student, visitor, contractor, or affiliate. 	
	OS 9.00 Policy on Probation for Overseas Regular Staff Members	<ul style="list-style-type: none"> Rejection on Probation – Language was added to add flexibility for a full probation service prior to notification of rejection. Current policy requires rejection notification for those serving Status Change Probation to be no later than 30 days prior to the end of the probation, and no later than two weeks' prior to the end of probation for those serving Original Probation. Merit increases now permitted during Original Probation period for Nonexempt Staff employees to align policy with current UMUC practice. Increased notice period for Rejection on Status Change Probation for Nonexempt Staff from 2 weeks to 30 days Overseas Staff <ul style="list-style-type: none"> Added ability to shorten notice of Rejection on Probation for Overseas Staff if required by the Department of Defense (DOD) Changed probation for Regular Status employees to 1 year to align with Stateside Regular probation Removed probation for Contingent III Status employees to align with Stateside Contingent II Removed ability to shorten probation with the exception of when it is required by DOD to align with Stateside Regular probation Removed leave usage restriction while on probation to align with Stateside practice 	

Proposed UMUC Policy Name & Number	Replacement for Inst Policy Name(s) & Numbers(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES
VII-1.10-UC UMUC Policy on a Drug and Alcohol-Free Workplace for Staff and Faculty Employees	USM VII-1.10 Policy on a Drug and Alcohol-Free Workplace for Employees OS 3.00 Policy on Substance Abuse	<ul style="list-style-type: none"> Included language for Overseas employees and those working under the DOD contract Added a statement that the appropriate administrator shall individually notify each employee in sensitive positions 	<ul style="list-style-type: none"> Drugs - Permits employee drug testing based on "reasonable suspicion." UMUC: Correct. This has been a long-standing UMUC practice.
VII-1.15-UC UMUC Policy on Criminal Background Checks for Staff and Faculty Employees	USM VII-1.15 Policy on Criminal Background Checks for Faculty and Staff Employees	No significant changes	
VII-1.22-UC UMUC Policy on Separation for Regular Exempt and Overseas Staff Employees	USM VII-1.22 Policy on Separation for Regular Exempt Staff Employees OS 27.00 Policy on Involuntary Separation of All Staff	<ul style="list-style-type: none"> Updated time off references to align with UMUC time off titles Added the option to provide a period of notice to employees who are involuntarily separated at or above the Assistant Vice President or Assistant Vice Provost levels at the discretion of the President or designee and in consultation with the CHRO and Office of Legal Affairs. Expanded reasons for separation for cause to include failure to meet established performance expectations, and Medical condition causing inability to perform essential job duties with reasonable accommodations 	
VII-1.23-UC UMUC Policy on Separation of Nonexempt Staff Employees	USM VII-1.23 Policy on Separation of a Nonexempt Staff Employee	<ul style="list-style-type: none"> PER AAG REVIEW - Edited language for the provision of a for-cause termination section III.B.4. to more closely mirror the law PER AAG REVIEW - Edited language for the provision of a for-cause termination section III.B.9. to remove the term "regarding examinations", as this is not applicable to UMUC 	

Proposed UMUC Policy Name & Number	Replacement for Inst Policy Name(s) & Number(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES
VII-1.24-UC UMUC Policy on Termination with Prejudice for Staff and Faculty Employees	USM VII-1.24 Policy on Termination with Prejudice	No significant changes	
VII-1.30-UC UMUC Policy on Layoff for Nonexempt Staff Employees	USM VII-1.30 Policy on Layoff of Nonexempt Staff Employees	<ul style="list-style-type: none"> Added requirement to publish the Unit of Layoff List in the UMUC Procedures Document 	
VII-1.31-UC UMUC Policy on Reemployment and Reinstatement	<div>USM VII-9.61 Policy on Reemployment and Reinstatement for Regular Status Nonexempt and Exempt Staff Employees</div> <div>OS 7.00 Policy on Rehiring Overseas Regular Staff</div>	<ul style="list-style-type: none"> This policy was moved to USM Policy VII-9.61. Moved back to 1.31. Updated time off references to align with UMUC time off titles 	
VII-1.32-UC UMUC Policy on Layoff and Recall of Exempt and Overseas Staff Employees	USM VII-1.32 Policy on Layoff and Recall of Regular Exempt Staff Employees	<ul style="list-style-type: none"> Updated time off references to align with UMUC time off titles Added requirement that identification of employees to be laid off shall be made taking into consideration the performance of the affected employee(s). Added the statement that an employee who has recall rights must have been in good standing as it relates to their performance in order to be recalled. 	<ul style="list-style-type: none"> Revised Feb. 2017 in response to USMO comments

Proposed UMUC Policy Name & Number	Replacement for Inst Policy Name(s) & Number(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES															
VII-1.40-UC UMUC Policy on Contingent Status Employment	USM VII-1.40 Policy on Contingent Status Employment for Nonexempt and Exempt Staff Employees	<ul style="list-style-type: none">Updated time off references to align with UMUC time off titlesExtended applicability to Overseas and added the Contingent Category III to the definitions sectionExpanded benefits listed on original policy to include current UMUC practiceAligned Overseas and Stateside Staff to six (6) month contract term for Contingent Category I StaffLimited Contingent Category I Staff to two (2) contract terms at 50% or more, but if still needed, they may renew their contract up to 49% FTE or lessAdded statement that performance evaluations shall be taken into consideration when offering a Contingent II employee conversion to regular status.PER AAG REVIEW – Adjusted language regarding the conversion rights of Contingent II employees to make it clear that it is a one-time offer at the conclusion of their initial 3 years of service as a Contingent II employee. This reflects UMUC current practice.Increased leave accrual to the same as Regular Status Staff to align with current stateside practice.PER AAG REVIEW – Health Insurance Program and Prescription Plan language for Stateside Contingent I employees updated to be consistent with VII-0.10-UC.	<ul style="list-style-type: none">Leave– Provides the same leave benefits to Contingents as provided to Regular employees. USM requires institutions to provide a minimum of leave to Contingents, which is significantly less than what the UMUC policy requires be provided, per the chart below.<table><tr><td>Type</td><td>USM</td><td>UMUC</td></tr><tr><td>Annual</td><td>5</td><td>11-22</td></tr><tr><td>Holiday</td><td>8</td><td>14/15</td></tr><tr><td>Sick</td><td>3</td><td>15</td></tr><tr><td>Personal</td><td>0</td><td>3</td></tr></table>UMUC: This has been a long-standing UMUC practice as it relates to leave for UMUC Contingent II staff. Other USM institutions provide their Contingent II staff with leave in excess of what the applicable USM policy minimally requires as well.	Type	USM	UMUC	Annual	5	11-22	Holiday	8	14/15	Sick	3	15	Personal	0	3
Type	USM	UMUC																
Annual	5	11-22																
Holiday	8	14/15																
Sick	3	15																
Personal	0	3																
VII-2.10-UC UMUC Policy on Employment of Members of the Same Family (Nepotism)	USM VII-2.10 Policy on Employment of Members of the Same Family UMUC 410.20 Appointments-Employment of Members of Same Family OS 6.00 Policy on Employment of Family Members (Nepotism)	<ul style="list-style-type: none">Added a definition of “Personal Relationship,” and defined expectations if one should exist or arise in a supervisor-subordinate relationship.	<ul style="list-style-type: none">Nepotism - Added "Brothers-in-law and sisters-in-law of employee or spouse" to the list of family members.UMUC: Correct, this is an expansion to the policy due to alignment with our overseas operations.															

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VII-2.20-UC UMUC Policy on Soliciting Employees During Work Hours	<div>USM VII-2.20 Policy on Soliciting Personnel During Work Hours</div> <div>UMUC 440.20 Contacting Personnel During Work Hours</div> <div>OS 30.00 Policy on Soliciting Personnel During Work Hours</div>	<ul style="list-style-type: none"> Updated time off references to align with UMUC time off titles 	
VII-2.30-UC UMUC Policy on Employee and Applicant Disclosure of Misconduct	USM VII-2.30 Policy on Employee and Applicant Disclosure of Misconduct for Nonexempt and Exempt Staff Employees and Applicants for USM Staff Positions	<ul style="list-style-type: none"> No significant changes 	<ul style="list-style-type: none"> Revised Feb. 2017 in response to USMO comments
VII-3.00-UC UMUC Policy on Wellness Programs for Staff and Faculty Employees	USM VII-3.00 Policy on Wellness Program	No significant changes	<ul style="list-style-type: none"> Revised Feb. 2017 in response to USMO comments
VII-3.10-UC UMUC Policy on Development	<div>USM VII-3.10 Policy on Employee Development for Nonexempt and Exempt Staff Employees</div> <div>OS 8.00 Policy on Staff Development</div>	<ul style="list-style-type: none"> Updated time off references to align with UMUC time off titles 	<ul style="list-style-type: none"> Deletes details of provisions permitting paid leave of absence for Exempt employees and work release time for Nonexempt employees to pursue education. Replaces with statement that UMUC may approve requests “to engage in professional development opportunities without loss of pay...in accordance with applicable procedures.” Procedures not provided. UMUC: Correct. UMUC’s new policy is much broader and competitive.

Proposed UMUC Policy Name & Number	Replacement for Inst Policy Name(s) & Number(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES
VII-4.10-UC UMUC Policy on Tuition Remission and Tuition Reimbursement for Active Staff and Faculty Employees and Retirees	*USM VII-4.10 Policy on Tuition Remission and Tuition Reimbursement for Regular and Retired Nonexempt and Exempt Staff and Faculty Employees of the University System of Maryland UMUC 353.20 Tuition Remission for Stateside and Overseas Employees	<ul style="list-style-type: none"> Added all UMUC eligible employee types Removed the language surrounding the UMUC winter term, and added that the President may authorize additional Tuition Remission/Reimbursement benefits for courses taken at another USM institution. Directed employees to USM VII 4.10 Policy on Tuition Remission and Tuition Reimbursement for Regular and Retired Nonexempt and Exempt Staff and Faculty Employees of the University System of Maryland, as we will continue to follow this policy with the exception of the expansion of eligible employees 	<ul style="list-style-type: none"> Expands tuition remission benefits for Contingent employees to include programs at UMCP. UMUC: UMCP and UMUC have a longstanding reciprocal agreement to provide their Contingent II employees with tuition remission benefits at their respective campuses. Permits President to authorize additional (a) tuition remission benefits for UMUC programs and courses and (b) tuition reimbursement benefits for courses taken at any other USM Institution. UMUC: This is within the President's existing authority and has been a long-standing UMUC practice. The President may authorize 1) additional tuition remission benefits for UMUC programs and/or courses (this is internal to UMUC only); and 2) tuition reimbursement benefits for courses taken at another USM institution.
VII-4.20-UC UMUC Policy on Tuition Remission for Spouses and Dependent Children of Active Staff and Faculty Employees and Retirees	*USM VII-4.20 Policy on Tuition Remission for Spouse and Dependents UMUC 353.20 Tuition Remission for Stateside and Overseas Employees	<ul style="list-style-type: none"> Added all UMUC eligible employee types Extended Tuition Remission benefits for spouse and dependents of Stateside Contingent II employees to make the benefit consistent with Overseas Contingent III Removed the language surrounding the UMUC winter term, and added that the President may authorize additional Tuition Remission/Reimbursement benefits for courses taken at another USM institution. Directed employees to USM VII 4.20 Policy on Tuition Remission for Spouse and Dependents, as we will continue to follow this policy with the exception of the expansion of eligible employees 	<ul style="list-style-type: none"> Expands tuition remission benefits to Contingent employees' spouses and dependents UMUC: Correct and this is internal to UMUC only. Expands tuition remission benefits for Contingent II employees to include programs at UMCP, not just UMUC. UMUC: UMCP and UMUC have a longstanding reciprocal agreement to provide their Contingent II employees with tuition remission benefits at their respective campuses. However, this tuition remission benefit for CII spouses and dependents is only applicable to UMUC courses not UMCP. Permits President to authorize additional (a) tuition remission benefits for UMUC programs and courses and (b) tuition reimbursement benefits for courses taken at any other USM Institution. UMUC: This is within the President's existing authority and has been a long-standing UMUC practice. The President may authorize 1) additional tuition remission benefits for UMUC programs and/or courses (this is internal to UMUC only); and 2) tuition reimbursement benefits for courses taken at another USM institution.

* These policies will not be replaced, they will be referenced in the New UMUC policy

Highlighted text indicates USMO's identification of changes worth special attention.

Proposed UMUC Policy Name & Number	Replacement for Inst Policy Name(s) & Number(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES
VII-4.30-UC UMUC Policy on Salary Advances	USM VII-4.30 Policy on Salary Advances for USM Employees UMUC 390.50 Salary Advances	<ul style="list-style-type: none"> Revised policy to disallow Salary Advances except in the instance that there is an error in processing an employee's paycheck (this aligns with current UMUC practice) 	
VII-4.40-UC UMUC Policy on Payment of Moving Expenses for Exempt and Overseas Staff and Faculty Employees	USM VIII-16.00 Policy on Payment of Moving Expenses	<ul style="list-style-type: none"> Retaining as an HR policy, as this policy was recently moved from the HR to the Finance section in the USM policies Increased distance for which UMUC will pay moving expenses from 35 to 50 miles to align with IRS regulations Added requirement that, if an employee leaves employment within one year of their hire date, they are responsible for reimbursing moving expenses that they were initially reimbursed by UMUC 	
VII-4.60-UC UMUC Policy on Shift Differential for Nonexempt Staff Employees	USM VII-4.60 Policy on Shift Differential for Nonexempt Staff Employees	<ul style="list-style-type: none"> Updated time off references to align with UMUC time off titles 	
VII-4.62-UC UMUC Policy on On-Call and Call-Back for Nonexempt Staff Employees	USM VII-4.62 Policy on On-Call and Call-Back for Nonexempt Staff Employees	No substantial changes	
VII-5.20-UC UMUC Policy on the Performance Management Program	USM VII-5.20 Policy on the Performance Management Program OS 10.00 Policy on Performance Appraisal	<ul style="list-style-type: none"> Added the requirement that feedback throughout the year must take place at least on a quarterly basis Added the statement that, when UMUC has the funds to provide a merit increase, employees must receive at least a satisfactory performance rating on their performance evaluation and/or be in good standing in order to be awarded the increase 	

* These policies will not be replaced, they will be referenced in the New UMUC policy

Highlighted text indicates USMO's identification of changes worth special attention.

Proposed UMUC Policy Name & Number	Replacement for Inst Policy Name(s) & Number(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES
VII-6.02-UC UMUC Policy on Employee Files for Staff and Faculty Employees	<div>USM VII-6.02 Policy on Employee Files for Nonexempt and Exempt Staff Employees</div> <div>OS 31.00 Policy on Personnel Files</div>	<ul style="list-style-type: none"> PER AAG REVIEW – Added language regarding the waiving of confidentiality in the instances of grievances, charges with an administrative agency and/or legal action with a court, and in response to a lawfully issued subpoena or request by a governmental agency. 	<ul style="list-style-type: none"> Revised Feb. 2017 in response to USMO comments
VII-6.10-UC UMUC Policy on Work Schedules	<div>USM VII-6.10 Policy on Work Schedules for Regular Nonexempt and Exempt Staff Employees</div> <div>OS 12.00 Policy on Work Schedules</div>	<ul style="list-style-type: none"> Updated time off references to align with UMUC time off titles Added the statement that supervisors must not allow employees to voluntarily work in excess of 40 hours without prior approval Removed compensatory leave earning for Stateside Exempt employees and Overseas Regular and Contingent III employees Adjusted language to reflect exception-based timekeeping for Exempt employees and Overseas Regular employees 	
VII-7.00-UC UMUC Policy on Vacation Time Off	<div>USM VII-7.00 Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees</div> <div>OS 16.00 Policy on Annual Leave for Overseas Regular Staff Members</div>	<ul style="list-style-type: none"> Updated policy name and applicable references to reflect UMUC time off reporting system titles Removed the requirement to deduct any compensatory time taken during the year from the amount of annual leave paid out for an employee whose request for payout of leave in excess of the maximum accumulation is granted Edited the leave payout procedures in the event that an employee moves from an eligible to an ineligible leave accrual status to reflect UMUC's current and projected future practice. E.g., deleted option for UMUC to "hold in abeyance" any accrued leave until employee either terminates or returns to prior status. Aligned Overseas with Stateside practice in that involuntarily separated employees may receive administrative leave for part or all of their notice period, and must not be required to use their accumulated annual leave 	

Proposed UMUC Policy Name & Number	Replacement for Inst Policy Name(s) & Number(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES
VII-7.10-UC UMUC Policy on Personal Time Off	USM VII-7.10 Policy on Personal Leave for Regular Nonexempt and Exempt Staff Employees	<ul style="list-style-type: none"> Updated policy name and applicable references to reflect UMUC time off reporting system titles Added Overseas to align with Stateside 	
VII-7.11-UC UMUC Policy on Leave Reserve Fund	USM VII-7.11 Policy on Leave Reserve Fund for Regular Status Nonexempt and Exempt Staff Employees	<ul style="list-style-type: none"> Overseas employees now eligible to contribute to, and utilize, the Leave Reserve Fund Updated time off references to align with UMUC time off titles 	
VII-7.12-UC UMUC Policy on Leave of Absence Without Pay	<div>USM VII-7.12 Policy on Leave of Absence Without Pay for Nonexempt and Exempt Staff Employees</div> <div>OS 23.00 Policy on Leave of Absence Without Pay</div>	<ul style="list-style-type: none"> PER AAG REVIEW – Added language to eligibility that provides exception for the granting of LWOP as an accommodation under ADA Adjusted the maximum length of Leave Without Pay from two years (24 months) to 30 calendar days unless an exception is made by the CHRO 	<ul style="list-style-type: none"> More employees eligible - Allows employees with less than 1 year of service to be considered for LWOP by the CHRO. UMUC: Correct. UMUC provides the flexibility for the CHRO to approve LWOP for employees prior to 1 (one) year of service. For example, if an employee hired prior to 1 (one) year needs to go out on maternity leave and does not have enough accrued time off then the CHRO may grant LWOP. In practice, this has been handled on an exception approval basis.
VII-7.20-UC UMUC Policy on Administrative Time Off	<div>USM VII-7.20 Policy on Administrative Leave for Nonexempt and Exempt Staff Employees</div> <div>OS 13.00 Policy on Emergency Conditions</div> <div>OS 22.00 Policy on Administrative Leave</div>	<ul style="list-style-type: none"> Updated policy name and applicable references to reflect UMUC time off reporting system titles 	
VII-7.21-UC UMUC Policy on Jury Duty Time Off	USM VII-7.21 Policy on Jury Service for Regular Nonexempt and Exempt Staff Employees	<ul style="list-style-type: none"> Updated policy name and applicable references to reflect UMUC time off reporting system titles 	

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VII-7.22-UC UMUC Policy on Time Off for Subpoenaed Witnesses and Expert Witness	USM VII-7.22 Policy on Leave for Legal Actions for Nonexempt and Exempt Staff Employees OS 19.00 Policy on Leave for Legal Actions	<ul style="list-style-type: none"> Updated policy name and applicable references to reflect UMUC time off reporting system titles 	
VII-7.23-UC UMUC Policy on Time Off for Military Training and Military Administrative Time Off	USM VII-7.23 Policy on Military Leave With Pay for Nonexempt and Exempt Staff Employees OS 20.00 Policy on United States Armed Services Military Leave USM VII-7.24 Policy on Call-Up to Active Military Duty During a National or International Crisis or Conflict for Nonexempt and Exempt Staff Employees	<ul style="list-style-type: none"> Created a new policy in consultation with the Maryland Office of the Attorney General to combine USM VII-7.23 Policy on Military Leave With Pay for Nonexempt and Exempt Staff Employees and USM VII 7.24 Policy on Call Up to Active Military Duty During a National or International Crisis or Conflict for Nonexempt and Exempt Staff Employees and to more closely align with USERRA. Added Overseas Regular and Overseas Contingent III to list of eligible employees, as there was no corresponding Overseas policy 	<ul style="list-style-type: none"> New policy
VII-7.25-UC UMUC Policy on Time Off for Service as Election Judge for Nonexempt and Exempt Staff Employees	USM VII-7.25 Policy on Leave for Service as Election Judge for Regular Status Nonexempt and Exempt Staff Employees	<ul style="list-style-type: none"> Updated policy name and applicable references to reflect UMUC time off reporting system titles 	<ul style="list-style-type: none"> Criteria for eligibility deleted from policy, but set forth in “applicable procedures.” (Procedures not provided.) UMUC: These criteria are included in applicable procedures. USM institutions have not been required to share applicable procedures with USM HR. Applicable procedures cannot provide any benefit that is less than what the policy provides.

Proposed UMUC Policy Name & Numbers	Replacement for Inst Policy Name(s) & Name(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES
VII-7.26-UC UMUC Policy on Time Off for Disaster Service	USM VII-7.26 Policy on Leave for Disaster Service for Regular Status Nonexempt and Exempt Staff Employees	<ul style="list-style-type: none"> Updated policy name and applicable references to reflect UMUC time off reporting system titles 	
VII-7.30-UC Policy on Holiday Time Off	<div>USM VII-7.30 Policy on Holiday Leave for Nonexempt and Exempt Staff Employees</div> <div>OS 24.00 Policy on Holiday Leave</div>	<ul style="list-style-type: none"> Updated policy name and applicable references to reflect UMUC time off reporting system titles Overseas <ul style="list-style-type: none"> The authority to designate foreign holidays changed from “Director, UMUC Asia/Europe” to “President or designee” 	<ul style="list-style-type: none"> Revised Feb. 2017 in response to USMO comments
VII-7.40-UC UMUC Policy on Accident Time Off	<div>USM VII-7.40 Policy on Accident Leave for Nonexempt and Exempt Staff Employees</div> <div>OS 18.00 Policy on Accident Leave</div>	<ul style="list-style-type: none"> Updated policy name and applicable references to reflect UMUC time off reporting system titles 	
VII-7.41-UC UMUC Policy on Modified Duty	USM VII-7.41 Policy on Modified Duty	<ul style="list-style-type: none"> Updated time off references to align with UMUC time off titles 	<ul style="list-style-type: none"> Deletes eligibility section and certain employee rights, such as certification of need for modified duty and second medical opinion, and right to retain same bi-weekly salary and remain on paid leave or paid LOA. States, “process for assignment to Modified Duty is detailed in applicable procedures.” Procedures not provided. UMUC: These criteria are included in applicable procedures. USM institutions have not been required to share applicable procedures with USM HR. Applicable procedures cannot provide any benefit that is less than what the policy provides.

Proposed UMUC Policy Name & Numbers	Replacement for Inst Policy Name(s) & Number(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES
VII-7.45-UC UMUC Policy on Sick Time Off	USM VII-7.45 Policy on Sick Leave for Exempt and Nonexempt Staff Employees	<ul style="list-style-type: none"> Updated policy name and applicable references to reflect UMUC time off reporting system titles For Overseas employees only, due to same-sex marriages not being legal in all countries outside of the U.S., extended the definition of "Close Relative" to include domestic partner for the purposes of using sick leave and the death of a relative Adjusted the number of days for which an employee may use sick leave for the death of a relative for all leave-earning employees. This is now consistent across all employee classifications, with the exception of Overseas as it relates to traveling away from home overnight (they may use 3 additional days to account for international travel). This results in an increase for Stateside leave-earning employees and a decrease for Overseas leave-earning employees. Added the requirement that, in order to be eligible for advanced sick leave, an employee must have completed six months of continuous service 	<ul style="list-style-type: none"> Adds employee's legal guardian or person in loco parentis, grandparent of the spouse, son-in-law and daughter-in-law to definition of "close relatives" for whom employee may use sick leave. UMUC: Correct. UMUC's new policy is much broader and competitive. Increased the number of sick days from 3 to 5 that may be used for death of a close relative and from 5 to 7 if such death requires traveling overnight. Overseas employees may use a maximum of 10 days. UMUC: Correct. UMUC's new policy is much broader and competitive. Specified that extended sick time does not extend to overseas divisions. UMUC: This is correct and consistent with applicable historical overseas policy and DOD contract compliance. Revised Feb. 2017 in response to USMO comments
	OS 17.00 Policy on Sick Leave		
VII-7.49-UC UMUC Policy on Parental Time Off and Other Family Support	USM VII-7.49 Policy on Parental Leave and Other Family Supports for Staff	<ul style="list-style-type: none"> Updated policy name and applicable references to reflect UMUC time off reporting system titles UMUC is increasing the age for adopting a child to age eighteen (18) 	<ul style="list-style-type: none"> Revised Feb. 2017 in response to USMO comments

Proposed UMUC Policy Name & Numbers	Replacement for Inst Policy Name(s) & Number(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES
VII-7.50-UC UMUC Policy on Family and Medical Leave	<div>USM VII-7.50 Policy on Family and Medical Leave for Nonexempt and Exempt Staff Employees</div> <div>OS 21.00 Policy on Family and Medical Leave</div>	<ul style="list-style-type: none"> Wrote a new policy in consultation with the Maryland Office of the Attorney General to ensure alignment with legal requirements. Identified new UMUC practice as a rolling 12-month eligibility period, as opposed to the current practice of a calendar year 12-month eligibility period. Increased Overseas FML coverage from 6 weeks to 12 weeks (with the exception of Downrange employees, who will continue to be ineligible FML due to the medical requirements of being assigned to downrange locations) to be consistent with Stateside Added that notice to an employee from UMUC of eligibility to take FML must be provided to an employee in writing or orally followed by written notice once UMUC acquires knowledge that the employee's leave may be for a FML-qualifying reason 	<ul style="list-style-type: none"> New policy
VII-8.00-UC UMUC Policy on Grievances for Nonexempt and Exempt Staff Employees	USM VII-8.00 Policy on Grievances for Nonexempt and Exempt Staff Employees	<ul style="list-style-type: none"> Removed "Special Grievances" for exempt staff PER AAG REVIEW - Clarified language in the Non-Grievable Matters section to insure that there is no conflict between this policy and Title 5 PER AAG REVIEW – Removed language in the section on Rejection on Probation for Nonexempt Staff Employees limiting the appeal to the procedural and legal basis of the rejection, and replaced with language directly from the statute 	<ul style="list-style-type: none"> Adds, "If an employee represents him/herself, the employee will not suffer any loss of pay for testifying in any Step of the Grievance procedure but may not use work hours to investigate or process his/her Grievance." USMO position in discussions with AFSCME has been that an employee cannot be paid for investigating, processing, or testifying. UMUC: Correct. This has been a long-standing UMUC practice.
VII-8.05-UC UMUC Policy of Professional Conduct and Ethics	<div>USM VII-8.05 Policy on Professional Conduct of Nonexempt and Exempt Staff Employees</div> <div>OS 4.00 Policy on Staff Conduct</div>	No significant changes	

Proposed UMUC Policy Name & Numbers	Replacement for Inst Policy Name(s) & Number(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES
VII-9.10-UC UMUC Policy on the Pay Program for Nonexempt Staff Positions	USM VII-9.10 Policy on the Pay Program for Nonexempt Staff Employees	<ul style="list-style-type: none"> UMUC has authority to change as needed 	<ul style="list-style-type: none"> Separate pay structure - Permits President to adjust UMUC salary structure and assign Job Classes to pay ranges within the applicable salary structure; does not include requirement for BOR approval. UMUC: Correct. UMUC's new policy is much broader and competitive and aligns with our new performance-based culture.
VII-9.11-UC UMUC Policy on Pay Program and Administration for Exempt and Overseas Staff Positions	USM VII-9.11 Policy on Pay Administration for Exempt Positions	<ul style="list-style-type: none"> Overseas policy details will be found within the UMUC Pay Program 	<ul style="list-style-type: none"> Pay for Performance et al – UMUC's exempts are paid for <i>performance</i>, job value, and employee's contribution to UMUC mission. USM exempts are paid according to job value and their contribution to institution's mission. UMUC: Correct. UMUC's new policy is much broader and competitive and aligns with our new performance-based culture. Revised Feb. 2017 in response to USMO comments
	OS 11.00 Policy on Salary Increases		
VII-9.20-UC UMUC Policy on Pay Administration for Nonexempt Staff Employees	USM VII-9.20 Policy on Pay Administration for Regular Nonexempt Staff Employee	No significant changes	<ul style="list-style-type: none"> Eligibility - Added Contingent employees. UMUC: Correct. This has been a long-standing UMUC practice. USMO Vice Chancellor's input - Deletes requirement that Vice Chancellor of Fin & Admin provide input for in-range salary adjustments and adjustments above grade maximum. UMUC: Adjustments are not made above grade maximums.

Proposed UMUC Policy Name & Numbers	Replacement for Inst Policy Name(s) & Number(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES
VII-9.50-UC UMUC Policy on Temporary Assignments and Acting Appointments	<div>USM VII-9.50 Policy on Temporary Assignments and Acting/Interim Appointments for Regular Status Nonexempt and Exempt Staff Employees</div> <div>OS 33.00 Policy on Temporary Assignments and Acting Appointments</div>	<ul style="list-style-type: none"> Added that employees must meet the minimum qualifications for an acting position or temporary assignment position before being appointed unless an exception is made by the CHRO. This reflects UMUC Stateside current practice 	
VII-9.51-UC UMUC Policy on Reassignment of Exempt and Overseas Staff Employees	<div>USM 9.51 Policy on Reassignment of Regular Exempt Staff Employees</div> <div>OS 32.00 Policy on Reassignment</div>	No significant changes	
VII-9.70-UC UMUC Policy on Requesting a Position Classification Review for Nonexempt Staff Positions	USM VII-9.70 Policy on Requesting a Position Classification Review for Nonexempt Staff Positions	No significant changes	
VII-9.80-UC UMUC Policy on Impact of Changes in the Minimum Qualifications of Nonexempt Job Class Specifications	USM VII-9.80 Policy on Impact of Changes in the Minimum Qualifications of Nonexempt Job Class Specifications	No significant changes	

* These policies will not be replaced, they will be referenced in the New UMUC policy

Highlighted text indicates USMO's identification of changes worth special attention.

Proposed UMUC Policy Name & Numbers	Replacement for Inst Policy Name(s) & Number(s)	Substantive Changes - UMUC	USMO-HR COMMENTS WITH UMUC RESPONSES
VII-10.00-UC UMUC Policy on Review of Certain Contracts and Employment Agreements	USM VII-10.0 Policy on Board of Regents Review of Certain Contracts and Employment Agreements	<ul style="list-style-type: none"> Updated time off references to align with UMUC time off titles Removed the requirement of an external review by the Office of the Attorney General, Chancellor and Board of Regents of contracts of Director/Dean level and above that meet the specified qualifications. Added the requirement of an internal review of such contracts for the Vice President/Vice Provost and above by the UMUC Office of Legal Affairs, CHRO, and President. 	<ul style="list-style-type: none"> Recommend “standard severance compensation” be defined UMUC: After discussion with USMO-HR, “standard severance compensation” has been replaced by “severance compensation in excess of 6 months”. UMUC: After discussion with USMO-HR, added (1) UMUC Office of Legal Affairs must consult with Maryland Office of Attorney General and Chancellor prior to execution of contracts; (2) President must submit contracts for BOR review for informational purposes within 2 days of execution; and (3) President must annually certify to Chancellor that UMUC has complied with policy. Revised March 2017 in response to USMO comments