

**VII- 6.10 - POLICY ON WORK SCHEDULES FOR REGULAR NONEXEMPT AND EXEMPT STAFF EMPLOYEES**

(Approved by the Board of Regents on December 3, 1999, EFFECTIVE January 2, and January 12, 2000; Amended October 9, 2015)

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

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over 40 hours per pay week. Holidays, unscheduled closings, annual, personal and sick leaves count as time worked. The employee's institution may require employees to work overtime. Overtime work should be limited to unusual,

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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.

### **REPLACEMENT FOR:**

Personnel Policies and Rules for Classified Employees, Section V., page V-1 through page V-3, “The Weekly Work Period and Daily Work Period,” “Work Week,” “Work Schedules,” “Days, Hours and Shifts”; March 1988.