



# Compensation and Benefits

Section: 1.438  
Effective Date: February 25, 2011  
Amended: January 22, 2021

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## **1.438 Compensation & Benefits**

- A. The University System of Maryland (USM) Policies, the Procedures Manual, the University of Baltimore's Human Resources, the UB Police Department's Policies and directives, and the MOU for employees delineate the specifics of the compensation, benefits, and conditions of work system for agency employees.
- B. Agency directives relating to compensation, benefits, and conditions of work serve to complement and expand on the USM and University's HR policies. Of note, directives policies and procedures related to these topics are subject to change or interpretation without notice because they are based on regulations established outside the agency.

### **1.438.02 Job Classification Plan**

- A. The Office of Human Resources (HR) has established a written job classification plan that includes, but is not limited to:
  - 1. Categorization of all agency jobs by class on the basis of similarities in duties, responsibilities, and qualification requirements;
  - 2. Class specifications for every job within a class;
  - 3. Provisions for relating compensation to classes; and
  - 4. Provisions for reclassification.
- B. The Captain of Police is responsible for working with the University of Baltimore's Office of Human Resources (HR) to provide information and assistance in the development and maintenance of position specifications.
- C. The Lieutenant is responsible for ensuring current job descriptions covering all police agency employee classifications, but unavailable through the USM or University of Baltimore web sites, are maintained on file with the agency and are available for inspection during normal business hours.

### **1.438.04 Salary Program**

- A. USM and the University of Baltimore's Human Resources define and describe the salary program for all employment classifications.
- B. The salary program contains provisions that include, but are not limited to:
  - 1. Entry-level salaries;
  - 2. Salary differentials within grades; if any;
  - 3. Salary differentials between grades;
  - 4. Salary levels for those with special skills; if any
  - 5. Compensatory time policies;
  - 6. Overtime policies; and
  - 7. Provisions for salary augmentation.

### **1.438.06 Benefit Program**

- A. The University of Baltimore provides a comprehensive benefit program to agency employees that is governed and defined by various statutes, USM and/or University of Baltimore directives.
- B. The benefit program includes, but is not limited to:
  - 1. Health insurance;
  - 2. Prescription drug plan;

3. Vision plan;
  4. Dental plan;
  5. Flexible spending accounts for health care and dependent care;
  6. Life insurance coverage;
  7. Personal accident and dismemberment insurance;
  8. Long term disability coverage;
  9. Retirement and deferred compensation programs;
  10. Employee Assistance Program; and
  11. Tuition remission.
- C. Other directives expand on UBPD and USM leave directives.
- D. The University's Office of Human Resources has information that details all benefit program components.**

**1.438.08 Employee Assistance Program (EAP)**

- A. Consistent with the USM Policies and Procedure Manual, the University of Baltimore's Office of Human Resources recognized the balancing of the demands of work and personal lives can be challenging. As such EAP was introduced as a way of recognizing the need for work/life balance and to provide ongoing support for faculty and staff.
- B. The program is available to faculty, regular, and contingent II staff.
- C. EAP will provide employees and their household members with free, confidential assistance to help with personal or professional problems that could interfere with work or family responsibilities and obligations.
- D. Employees and their household members can receive services which include, but not limited to:
1. Stress Management
  2. Family Problems
  3. Child Care/Parenting
  4. Substance Abuse Issues
  5. Marital/Relational
  6. Legal/Financial Concerns
  7. Grief/Loss
  8. Work-Related Issues
  9. Communication
  10. Time Management
- E. Employees may be referred to EAP by supervisors for mandatory or non-mandatory participation for:
1. Employee counseling;
  2. Formal counseling or corrective actions as appropriate;
  3. Formal monitoring;
  4. Mandatory remedial or additional training designed to improve employee skills, and;
- F. EAP can make referrals to other services as warranted and follow-up with employees to assure successful referrals were made.
- G. The staff of EAP is available to:
1. Meet with individual faculty and staff about their personal concerns;
  2. Consult with supervisors and department heads regarding concerns over one of their employees; and/or
  3. Consult with groups to enhance working relationships and to assist with the overall development of the working group;
  4. Deliver orientations to staff and faculty groups to explain the availability of services through the EAP or to address a variety of issues; and
  5. Offer financial advice to employees.
- H. All employees are encouraged to directly contact the Office of Human Resources and/or EAP staff for detailed program information and/or assistance.

**1.438.10 Deaths & Critical Injuries of Employees**

- A. The Captain is responsible for ensuring the agency provides reasonable and prudent liaison and support services, consistent with family wishes, to the immediate families of active agency employees who die or sustain life threatening injuries either on-duty or off-duty.
- B. Notifications will be made consistent with the current next of kin notification protocols.
- C. As necessary and proper, the Captain will assign officers to serve as liaisons with, and provide assistance to, immediate family members of active employees who die or sustain critical injuries either on-duty or off-duty.
  - 1. Liaison officers are to serve as facilitators of information and services between the agency and family members.
  - 2. Liaison services will be supplied as necessary and proper:
    - a. At hospitals;
    - b. During the planning and conduct of wakes and funerals; and
    - c. For time periods as designated by the Chief following funerals or when injured employees have recovered to the point they are no longer in critical condition.
- D. The Office of the Captain is responsible for:
  - 1. Coordinating any and all appropriate benefits due injured or deceased employees and their families;
  - 2. Ensuring applicable services are made available through the EAP; and
  - 3. Ensuring long-term contact is maintained with families in order to keep informed of needs that may be facilitated or addressed through resources available to the agency.
- E. The Captain is responsible for coordinating and facilitating any necessary and appropriate victim / witness services for employees and their families if injuries or deaths resulted from criminal acts.
- F. Funeral planning and details will be conducted consistent with **1.410**.

**1.438.12 Liability Protection**

- A. Agency employees receive general liability & indemnification protections afforded all state employees consistent with the SG 12, Subtitle 3.
- B. ET 13-710 provides certain liability protections for all persons, including law enforcement officers, for their good faith actions involving adult protective services.
- C. CJ 5-326 provides certain liability protections for law enforcement officers assisting victims of spousal assault.
- D. CJ 5-309 provides certain liability protections for law enforcement officers providing emergency medical care.
- E. CJ 5-309.2 provides certain liability protections for law enforcement officers acting outside their jurisdictions.
- F. Officers acting under limited extra jurisdictional authority of CP 2-102 are provided with certain immunities from liability and exemptions.

**1.438.14 Physical Examinations**

- A. Pre-employment medical examinations are provided, at no cost, for police applicants, once a conditional offer of employment has been made for a full-time position.
- B. Drug tests are given to both Police and Security Officers.
- C. Fitness for duty medical examinations conducted specifically at the request or order of the agency are provided at no cost to agency employees.
- D. All medical examinations required of employees by the agency, university, or the state are provided at no cost to those employees.

**1.438.16 General Health & Physical Fitness**

- A. All employees are required to maintain a level of fitness and general health which will permit them to carry out their duties.
  - 1. Applicants for sworn positions must be certified to be physically, mentally, and emotionally fit for the duties of a police officer by licensed physicians in accordance with MPTSC general regulations.

2. Fitness for duty examinations for sworn employees utilize the same standards for physical, mental, and emotional fitness as that required for applicants for sworn positions.
  3. The Office of Human Recourses, in consultation with the Captain or specific designee, establishes specific fitness for duty criteria that are job related and non-discriminatory.
- B. Shift supervisors are responsible for monitoring employee's work and attendance records for signs that may be indicative of health problems and reporting same to the respective commander through the chain of command.
- C. Agency employees are encouraged to have periodic physical examinations consistent with their health care benefits and to utilize health, recreation, and wellness programs available to them through the university.

**1.438.22 Call-Back Compensation**

- A. Employees called in before their regular shift or called back after their regular shift has ended shall be guaranteed a minimum of four (4) hours pay at their regular rate of pay or the actual number of hours worked, whichever is greater.
- B. In the event an employee is called back to work after completion of their regular shift or is called into work on a scheduled off duty day, the employee's reasonable travel time shall be considered as time worked and counted toward the four (4) hour guaranteed minimum pay for call in or call back time.

**1.438.24 Shift Differential**

- A. An employee's eligibility for shift differential shall be in accordance with the current Memorandum of Understanding and as governed by the USM.BOR Policy 206.OVII-4.60.

**1.438.26 Special Administrative Pay**

- A. Administrative leave applies to all regular nonexempt and exempt employees which 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. USM.BOR Policy 206.OVII-7.20. Administrative leave may be granted when emergency conditions exist. Essential personnel may qualify for additional compensation based upon working on campus during a closure. Examples of campus closures that an employee may have to work on campus include weather emergencies and pandemic situations.

**1.438.28 Acting Capacity**

- A. Only the Captain has the authority to designate persons to serve in "acting" capacities. Only under unusual circumstances will acting capacities be utilized and this is covered under a separate directive.
- B. An employee assigned to perform the duties of an Officer in Charge (OIC) or higher classification for a full tour of duty shall be paid an additional fifteen dollars (\$17.00) per shift worked in the higher classification effective on the ratification of the current MOU.

**1.438.30 Holiday Pay**

- A. Employees are eligible to earn 11 holidays per year (12 during year of general or congressional elections, and any other special observance as required by the legislature and Governor. Additionally, bargaining unit employees will be granted three (3) additional University holidays. Part-time employees who are employed on at least a 50% full-time basis shall earn holiday leave on a pro-rated basis. All employees must be in a paid employment status on the calendar date that the holiday is earned, in order to be eligible for holiday pay when the holiday is observed.
- B. Holidays for Sworn Police Officers will be prescheduled based upon the workweek schedule rotation. The University reserves the right to assign holidays in accordance with this schedule rotation and shall make an effort to grant the Employee the day off requested, subject to operational needs.
- C. An Employee may be required to work on the Employee's prescheduled holiday. If required to work on their prescheduled holiday, the Employee will be paid at their regular straight time rate of pay for all hours worked plus any overtime pay required in accordance with the current MOU.
- F. In the event, the Officer is required to work on Thanksgiving Day and/or Christmas Day the Employee will receive pay at the rate of one and half (1½) times their regular straight time rate of pay for all hours worked on those days. In addition, the Employee shall be granted the holiday with pay on an alternative date to be scheduled by the University within ninety [90] days of the date initially pre-scheduled.
- G. Subject to operational needs, the University will make a good faith effort to schedule an employees' pre-scheduled or alternative holidays on a mutually agreeable date, however, the employee may be

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paid at the applicable rate for all hours worked and provided with a regular day's pay as holiday pay in lieu of being granted another day off.

**1.438.32 Overtime**

- A. The agency may require employees to work overtime.
- B. For all hours actually worked in excess of eighty (80) hours in a regular work period, an employee shall be paid one and one-half (1.5) times his/her regular straight-time rate of pay for that work period.
- C. All hours associated with paid leave (except paid Administrative Leave) shall be considered as hours worked for the purposes of computing overtime.
- D. All timely submitted hours worked under the overtime provisions of this contract shall be certified to Central Payroll on behalf of the employee at the next regularly scheduled pay-day provided that such hours of overtime took place before the payroll reporting deadlines in effect at that time.
- E. The amount of overtime and the selection of employees to perform such work shall be determined by the University, provided however that such overtime work shall be distributed as equally as possible among all the employees within the specific job classification and department/office deemed capable of performing the needed overtime work by the University when the need for overtime work is determined by the University to exist more than forty-eight (48) hours prior to its commencement.
- F. At the beginning of each semester, every supervisor or management representative responsible for the assignment of overtime shall ask all employees under his/her supervision if they wish to volunteer for overtime work during the next semester. The names of all volunteers shall be placed on the overtime list and a copy shall be posted in a public place. The supervisor is responsible for keeping accurate records of overtime worked by the employees on the list.
- G. When the need for overtime work is determined to exist by the University more than forty-eight (48) hours in advance, such overtime shall be assigned on a rotating basis from an existing list containing the names of employees within the job classification and department/office deemed capable of performing the required work by the University. The list shall be established within thirty (30) days after the ratification of this contract.
- H. An updated list shall be provided to the Union every semester by the University. Initial distribution of overtime from a list required by this section shall be on the basis of seniority within the job classifications deemed capable of performing the needed overtime work by the University, with the first opportunity being offered to the bargaining unit member with the highest seniority in that offered class; provided however that no employee will be allowed to work more than sixteen (16) hours in a twenty-four (24) hour period except as may be authorized by the Captain or his designee.
- I. Should the employee decline such opportunity, his/her name shall be placed at the bottom of the list and the supervisor shall offer the overtime to the next person on the list. This process shall continue until an employee accepts the offered assignment.
- J. In rare circumstances, when no employee from the list is available or everyone has rejected the opportunity to perform the available overtime work, the University will assign the work to that person with the least seniority within the job classification in the department/office on the preceding shift it has deemed capable of performing such overtime work.

**1.438.24 Electronic Time Sheet**

- A. All agency employees are responsible for ensuring their electronic time sheet records are filled out, completed, and submitted in accordance with time sheet instructions.

**1.438.36 Pay Checks**

- A. Paychecks can be viewed in the "MyUB Portal."
- B. Additionally, there are two options for viewing them.
  - 1. The official, complete version of the employee's paycheck is accessible only through the Payroll Online Service Center.
  - 2. The Unofficial Quick Link option allows the employee to view their paycheck via PeopleSoft and is available for convenience and quick reference only.
    - a. Employees should not reference this version for official purposes, as it may contain incorrect information including, but not limited to, marital status, tax allowances and advice number.
    - b. If the unofficial paycheck displays incorrect marital status and/or tax allowances but the official paycheck is correct, there is no need to take any action.
- C. The agency complies with the provisions pertaining to direct deposits.