



Division of Correction

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| Title: Overtime and Transportation for In-Service/Out-Service Training   | Directive Number: DOC.030.0007                   |
| Related MD Statute/Regulations:<br>State of Maryland Standard Travel Regulations<br>State of Maryland Policies and Procedures for Fleet Management - DGS | Supersedes: DOC.030.0007, dated February 1, 1989 |
| Related ACA Standards:   | Authorized By:<br>Administrative Services        |
| Related MCCS Standards:  | Issue Date: December 31, 2010                    |
| Related DOC Directives:<br>DPSCS Financial Services Manual; DOC.030.0006   | Effective Date: December 31, 2010                |
| Related DOC Code of Maryland Regulations:  | Number of Pages: 3                               |

Division of Correction Directive

.01 Purpose.

This directive provides guidance concerning overtime and transportation for in-service, out-service, and the tuition reimbursement program.

.02 Scope.

This directive is applicable to:

- A. The Division of Correction (DOC); and
- B. Maryland Correctional Enterprises.

.03 Policy.

The DOC shall fairly compensate an employee for overtime and transportation associated with attendance at approved in-service and out-service training programs.

.04 Definitions.

None.

.05 Procedures.

- A. An employee who participates in approved in-service and out-service training programs shall be paid for the time spent in actual training over and above the regular work day.

- (1) For in-service and out-service training conducted off-site, the actual work day shall include any commute time which exceeds the normal commute time to the regular work site by one-half hour.
  - (2) When overnight stay is required, training times shall be constructed to mean actual classroom time, discussion periods, preparation of assignments, check-in time and orientation.
  - (3) An employee who is not eligible for paid overtime may be granted compensatory time.
- B. An employee who voluntarily attends correctional conventions, institutes, seminars, etc., may not be paid, nor receive compensatory time, for time spent in such meetings in excess of the normal work week.
- C. Except as provided below, an employee who participates in the tuition reimbursement program shall take courses outside of normal working hours, and may not receive compensatory time or paid overtime for time spent attending classes or completing course requirements.
- (1) When an approved course is offered only during working hours, an employee may be released from duty for a maximum of six hours per week without obligation.
  - (2) Such "release time" shall be approved by the employing unit and the appointing authority and be reflected on the submitted MS-551, along with documentation that demonstrates that the course is offered only during working hours.
  - (3) Release time may be denied if the absence of the employee will cause:
    - (a) Disruption in the work environment;
    - (b) Create a need for additional overtime; or
    - (c) Create other administrative problems or complications.
  - (4) The employee may consider using personal or annual leave when circumstances do not permit official release time.
- D. Whenever possible, the facility shall furnish transportation to approved in-service and out-service programs. An employee required to use a privately owned vehicle may be reimbursed as follows:
- (1) A State employee, driving a private vehicle from home, who makes one or more official State business stops and proceeds to the work-place, may be reimbursed for mileage traveled in excess of normal one-way commute;
  - (2) A State employee, driving a privately owned vehicle from the assigned workplace to one or more official State business stops and proceeding home, may be reimbursed for mileage traveled in excess of normal commute;
  - (3) A State employee, driving a privately owned vehicle from home, who conducts official State business in the field, not stopping at the assigned workplace, may be reimbursed for all mileage directly connected with this business trip in excess of the round-trip commute miles normally traveled;

- (4) A driver who leaves home to conduct business and returns home without stopping at the assigned office may be reimbursed for all mileage directly connected with the business trip in excess of the round-trip commute miles normally traveled, in accordance with fleet management policy and procedures.
- (5) This procedure is applicable to any normal working day, after hours business travel, and business travel on Saturday, Sunday, or holidays; and
- (6) Should a State employee elect to use a privately owned vehicle when a State vehicle is available, the employee may be reimbursed at one-half the standard reimbursement rate with the approval of the Agency Head.

E. An employee who participates in the tuition reimbursement program may not receive mileage reimbursement for travel related to class attendance or any course completion requirements.

F. No facility directive is required.

**.06 Attachment(s).**

None.

**.07 History.**

This directive rescinds DOC.030.0007, dated February 1, 1989.

**.08 Distribution.**

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