


STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	<b>PROGRAM:</b>	<b>PERSONNEL</b>
	<b>DCD #:</b>	<b>50-21</b>
	<b>TITLE:</b>	<b>Work Schedules</b>
	<b>ISSUED:</b>	<b>August 30, 2007</b>
	<b>APPROVED:</b>	<i>J. Michael Stouffer</i> <b>J. Michael Stouffer</b> <b>ACTING COMMISSIONER</b>

- I. Reference: Secretary's Directive 05-91
- II. Applicable to: DOC Headquarters, All Institutions and Maryland Correctional Enterprises
- III. Purpose: To establish procedures for reporting hours worked by each employee and to establish a normal workweek for classifications in the Division of Correction.
- IV. Definitions: None
- V. Policy: It is the policy of the Division of Correction to keep accurate time records of hours worked by employees and to establish the normal workweek to ensure that employees are properly compensated.
- VI. Procedure:
  - A. The starting and ending times for each day worked shall be recorded by the individual employee. The total time shall be certified by the employee and his/her supervisor at the end of the pay period.
  - B. The biweekly time report shall be forwarded to the human resources or accounting office when completed, but not later than two days after the pay period ends. The time report is the official time record and shall be maintained on file until a periodic state audit is conducted, and disposed of in accordance with existing state records retention and disposal procedures.
  - C. Employees at all levels of the following classifications are designated as 40-hour per week employees who may be given up to a 30-minute lunch period daily that is to be considered as working time:
    - 1. Correctional Officers;
    - 2. Correctional Dietary Officers and Dietary Supervisors;
    - 3. Maintenance Personnel;
    - 4. Nurses and Nursing Supervisors;
    - 5. Maryland Correctional Enterprises Shop Personnel;

6. Operators, Tractor Trailer and Motor Vehicle Operators;
7. Supply Officers and Correctional Supply Officers;
8. Correctional Laundry Officers.

- D. All other personnel shall work a 40-hour workweek and shall have lunch periods that are not to be considered working time.
1. Lunch periods for state employees working a 40-hour workweek are either 30 or 60 minutes in duration.
  2. For the convenience of the Division, lunch periods may be modified as long as total lunch time during the week does not exceed five hours; however, employees must receive a minimum 30-minute lunch period each day.
  3. If an employee is required to perform duties where the employee does not receive five hours of lunch periods during a week, the employee shall be compensated or given compensatory time for the difference.
- E. Each warden shall issue an institutional directive to implement and comply with this DCD.

VII. Attachment: None

VIII. Rescission: DCD 50-21, dated August 15, 1988

Distribution:

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