

POLICY

SUBJECT: EEO Review of Personnel Transactions
NUMBER: HR-428-18
APPLICABLE TO: All Staff

APPROVED: _____ /s/ signature on original
Sam Abed, Secretary
DATE: _____ 2/27/18

I. POLICY

The Department of Juvenile Services ensures that its personnel transactions are routinely and consistently reviewed, monitored, and evaluated by its Fair Practice/Equal Employment Opportunity Office, which, in turn, reports to the Director of Human Resources any problems encountered in achieving established goals and objectives of its current Equal Employment Opportunity Plan.

II. AUTHORITY

- A. Md. Code Ann., Human Services, §§ 9-203 and 9-204.
- B. Md. Code Ann., State Personnel and Pensions, §§ 2-302, 5-205, 5-207, and 5-208
- C. COMAR 17.04.08.03
- D. American Correctional Association, 4-JCF-6C-02.

III. DIRECTIVES/POLICIES RESCINDED

- A. Review of Personnel Transactions, 01.03.14

IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	10/24/11
New policy statement and procedures revised. Legal citations updated.	2/27/18

PROCEDURES

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APPROVED: _____ /s/ signature on original

Lynette Holmes, Deputy Secretary

REVISION DATE: _____ 2/26/18

- I. PURPOSE**
To provide procedures for the reviewed, monitored, and evaluated of personnel actions.
- II. DEFINITIONS**
No definitions are necessary.
- III. PROCEDURES**
- A. Personnel Transaction Principles:
1. The following personnel actions shall be submitted to the Director of the Fair Practice/Equal Employment Opportunity Office for review prior to a decision being made. The personnel actions are:
 - a. Appointments;
 - b. Reclassifications;
 - c. Request to fill vacant positions;
 - d. Counseling memorandums; and
 - e. Disciplinary actions.
 2. These transactions may not be processed until the Director of the Fair Practice/Equal Employment Opportunity Office has reviewed and approved the transaction.
- B. Review Process:
1. The DJS Human Resource Officer shall forward a personnel transaction review request and the relevant supporting personnel documents to the Director of the Fair Practice/Equal Employment Opportunity Office.
 2. The Director of the Fair Practice/Equal Employment Opportunity Office shall
 - a. review the personnel transaction,
 - b. approve or disapprove the personnel transaction, and
 - c. notify the Personnel Officer in writing within three (3) business days of the results of their compliance review of the personnel transaction with Fair Practice and Equal Opportunity laws.

3. The DJS Appointing Authority or designee shall review and approve all personnel transactions upon receipt of written approval from the Director of the Fair Practice/Equal Employment Opportunity Office
4. The Director of the Fair Practice/Equal Employment Opportunity Office shall forward any staff or a personnel transaction that have not met a particular Fair Practice and Equal Employment Opportunity objective to the Director of Human Resources for resolution or any necessary technical assistance.

IV. RESPONSIBILITY

Administrators are responsible for implementation and compliance with this procedure within 30 days of issuance.

V. INTERPRETATION

The Deputy Secretary for Support Services shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. DIRECTIVES/POLICIES REFERENCED

No policies referenced.

VIII. APPENDICES

None



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: EEO Review of Personnel Transactions
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I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO THE DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.