



Maryland

DEPARTMENT OF
JUVENILE SERVICES

POLICY

SUBJECT: Employment of Relatives

NUMBER: HR-433-24

APPLICABLE TO: All DJS employees and job applicants

APPROVED: _____

Vincent Schiraldi, Secretary

DATE: 9/5/24

I. POLICY

The Department of Juvenile Services (DJS or Department) encourages and stresses the importance of the recruitment, selection, and advancement of employees on the basis of demonstrated work, knowledge, skills, and abilities.

If relatives of DJS employees meet the established requirements for job vacancies based on their qualifications and performance, the relative is eligible for employment within the Department with certain restrictions as enumerated in the procedures.

II. AUTHORITY

- A. Md. Code Ann., Human Services, §9-203 and §9-204.
- B. Md. Code Ann., State Personnel and Pensions, 7-602(a).
- C. COMAR 17.04.03.19
- D. DJS Standards of Conduct (June 2018)

III. DIRECTIVES/POLICIES RESCINDED

None

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

SUMMARY OF REVISION	DATE OF REVISION
New policy issued.	September 2024

PROCEDURES

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Tiffany Johnson DSS

Tiffany A. Johnson

Deputy Secretary of Support Services

DATE: 9/5/24

I. PURPOSE

This policy establishes uniform practices regarding the employment (including regular, contractual, full-time, part-time, temporary, per-diem, or internship) of relatives of DJS employees. The intent of this policy is to prevent the appearance of partiality in the hiring, promotion, demotion, reassignment, and transfer of employees, thereby limiting the negative effect on morale and the appearance of impropriety.

II. DEFINITIONS

Administrative Official means:

- The Secretary of the Department of Juvenile Services;
- The Deputy Secretaries of Support Services, Residential Services, and Community Services of the Department of Juvenile Services; or
- The director of the respective unit or office within the Department of Juvenile Services in which the employee works.

Appointing authority means an individual or a unit of government that has the power to make appointments and terminate employment.

Relative means A member of an employee's family or extended family, whether related by blood or marriage, may include any one of the following individuals: spouse, domestic partner, civil union partner, parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, half-brother or half-sister.

Same Office means the division, unit, department, facility, community region, or office over which the Administrative Official has authority.

Supervisor-Subordinate Relationship means a relationship where an employee is within the chain-of-command of a relative.

III. PROCEDURES

A. Prohibited Employment Relationships

1. Applicants will not be hired or employees promoted or transferred into a position which would place them in the chain of command of a relative.
2. No employee shall have hiring authority over a relative, make recommendations, or in any way participate in the decision of any matter which may directly affect the employment status or salary of a relative. Employees who are or who become members of the same household or family, or who are having romantic relationships with another DJS employee must notify their supervisor. Employees may continue employment provided one is not under the direct or indirect supervision of the other or is involved in any personnel decisions concerning the other. Any such conflicts shall be resolved as follows:
 - a. The supervisor shall notify the Office of Human Resources (OHR) should a conflict, as defined by this policy, exist. OHR shall assist management in minimizing a situation that may impact the morale of the work environment.
 - b. The supervisor may seek assistance from OHR to develop an alternate arrangement. Such action may include, transfer or reassignment of one or more family members. These plans shall be subject to approval by the Administrative Official.
 - c. No unit or division shall reorganize its existing reporting structure solely for the purpose of accommodating the employment of a relative and thereby circumventing the intention of this policy.
3. A relative shall not assume, on behalf of another relative, the role of advocate with respect to the conditions of employment, promotion, demotion, reassignment, or transfer.
4. Under no circumstances shall relatives of the Administrative Official be eligible for employment in the same office as the Administrative Official.
5. The appointing authority may reassign a qualified employee from a position to another position of equal grade and service under the provisions in State Personnel and Pensions Article, §7-602, Annotated Code of Maryland.

B. Applicant & Employee Responsibilities

1. All applicants for employment with the Department of Juvenile Services shall disclose the names of relatives currently employed by the DJS as indicated on the employment application.
2. Current employees and the Administrative Official shall disclose any prohibited employment relationship that may be created due to the promotion, demotion, reassignment, or transfer of the employee.
3. The failure of an applicant or employee to provide the names of relatives currently employed by DJS may be, for the applicant, grounds for the denial of employment, or for the employee, grounds for discipline, up to and possibly including termination of employment.

4. An employee may apply for a transfer to any vacant position of the same grade in any unit of the Executive Branch for which the employee meets the minimum qualifications.

IV. RESPONSIBILITY

All staff are responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Department of Juvenile Services Office of Human Resources, in consultation with other parties as appropriate, is responsible for the interpretation of this policy.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. DIRECTIVES/POLICIES REFERENCED

No policies referenced.

VIII. APPENDICES

None



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DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Employment of Relatives
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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 SIGNED COPY TO YOUR SUPERVISOR
FOR PLACEMENT IN YOUR PERSONNEL FILE.***