

Summary of Policy Revisions ***Revised January 15, 2020***

The following policies are revised, effective July 1, 2019. One revision changes the name of the Maryland State Law Library to the Thurgood Marshall State Law Library. Other revisions include: minor grammatical revisions; and a revision to the definition of overtime in the Policy on the Family and Medical Leave Act, Section (b)(7).

- Americans with Disabilities Act
- At-Will Employment
- AWS
- Disciplinary Actions
- Educational Assistance
- Employment of Relatives
- Family and Medical Leave Act
- Grievances
- Other Employment and Outside Activity
- Parental Leave
- Performance Appraisal
- Prohibiting Discrimination, Harassment, and Retaliation
- Recruitment, Examination, Selection, and Probation
- Religious Accommodation
- Separation from Employment
- Standards of Conduct
- Substance Abuse
- Temporary Employment
- Whistleblower Protections

The following policies that were revised effective June 1, 2019 included the above referenced revision to the library's name:

- Leave
- Classification and Compensation
- Telework
- Confidentiality

The Policy on Classification and Compensation is revised, effective July 18, 2019.

- Section (c)(5)(A): added subsection (v). Allows for a salary reduction greater than 6% for reinstatements if an internal salary equity issue is created by a 6% reduction in salary.
- Section (c)(15)(A): added subsection (iv). Allows for a salary reduction greater than 6% for demotions if an internal salary equity issue is created by a 6% reduction in salary.

Policy Revisions effective August 1,2019

The Policy on Standards of Conduct

- Section (d)(13)(B): added paragraph (B). The new paragraph prohibits employees from removing miscellaneous items from the premises, such as clerical items, kitchen supplies, and restroom products.
- Section (d)(16)(B): added “Employees shall not exhibit extreme or unnatural hair colors, whether in whole, highlights, or streaks, such as, but not limited to: blue; ~~burgundy~~; green; orange; pink; purple; or any derivative colors in the same family of hues; or unnaturally bright, or florescent s colors, of any shade. *Note: the color burgundy was removed from the above language effective October 2, 2019.*”
- Section (d)(13)(C): added language to the paragraph that strengthens the administrative head’s authority in enforcing the policy and establishing professional appearance standards for the workplace.

The Policy on Disciplinary Actions

- Section (g)(1)(B): revised from “[t]heft of Judiciary property of a value greater than \$100” to “. . . with a value of \$100.00 or greater.”
- Section (g)(2)(E): New language. “Theft of Judiciary property with a value of less than \$100.00.”

The Policy on Telework

The most significant revisions are:

- Telework is to be approved only: in the event of an office closing due to inclement weather; a Judiciary emergency or disaster as declared by the Chief Judge of the Court of Appeals; or on an ad hoc basis as determined by the administrative head in situations when it is the most effective and efficient use of an employee’s time and beneficial to operations.
- An employee may be required to telework in any of the above situations, without the employee’s consent.
- An employee shall not have a telework arrangement that allows the employee to telework on a regularly scheduled basis. However, it is possible that an employee who has such a telework agreement on the effective date of this policy may renew the agreement at the discretion of the administrative head. The administrative head is not obligated to renew a current telework agreement.

New Policy, effective August 30, 2019

Policy on Smoking in Judicial Branch Facilities

Policy Revisions effective January 15, 2020

Policy on Leave

- Section (b): The definition for a serious health condition (former number 26) was removed. The definition is still found in the Policy on FMLA.
- Section (e)(9)(K): Paragraph (ii) was removed. The paragraph addressed the potential consequence of a failure by an employee to communicate with his or her supervisor while on sick leave. This is now addressed in Section (e)(14).
- Section (e)(14): Added Required Notice Procedures.

Policy on FMLA

- Section (k) Notice Requirements: Paragraphs (1), (2), and (3) have been rewritten and paragraphs (4), (5), and (6) have been added.

Please contact JaCina Stanton, Manager of Employee Relations and ADA Compliance, if you have any questions. She can be reached at 410-260-1264, or at jacina.stanton@mdcourts.gov.