

# Emergency Change Notice



A handwritten signature in black ink, appearing to read 'Robert L. Green'.

**Robert L. Green**  
Secretary

<b>Title:</b> <b>Overtime Policy—Correctional Staff</b>	<b>Directive Number:</b> ADM.050.0032
<b>Related MD Statute/Regulations:</b> Correctional Services Article, §2-103, State Personnel and Pensions Article, §8-303, Annotated Code of Maryland COMAR 17.04.02.12 & .13	<b>Number of Pages: 1</b>

**ADM.050.0032 EMERGENCY CHANGE NOTICE 01-20 EFFECTIVE DATE 05-07-2020  
CHANGE NOTICE #1 TO THIS DIRECTIVE**

**REPLACE the existing § .03 POLICY with:**

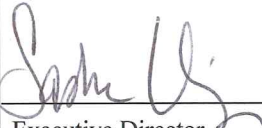
- A. Refer to the policy contained in the attached January 2012 Agreement, the April 2019 addendum, and the May 2020 addendum between the Department and AFSCME Maryland.
- B. The May 2020 addendum to the Agreement remains effective until the COVID-19 state of emergency is terminated and the proclamation of catastrophic health emergency is rescinded, superseded, amended, or revised by any subsequent orders.

**DISTRIBUTION.**

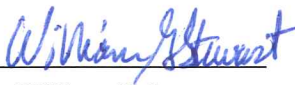
- A
- D
- S – Senior Leadership Team  
Security Operations Unit  
Human Resource Services Division  
Labor Management Boards



## Executive Directive

<b>Title:</b> Overtime Policy – Correctional Staff	<b>Directive Number:</b> ADM.050.0032
<b>Related MD Statute/Regulations:</b> Correctional Services Article, §2-103, State Personnel and Pensions Article, §8-303, Annotated Code of Maryland COMAR 17.04.02.12 & .13	<b>Supersedes:</b> ADM.050.0032 dated August 14, 2015
<b>Related ACA and MCCS Standards:</b> ACI-4-4048 and 4-4051 4-ADLF 7D-06 and 7E-01 2-CO-1C-01;.01H	<b>Authorized By:</b>  Executive Director Human Resources Services Division
<b>Related Directives:</b> N/A	<b>Issued Date:</b> April 11, 2019  <b>Effective Date:</b> April 1, 2019
<b>Variance:</b> A facility directive is not necessary to implement and comply with this directive.	<b>Number of Pages:</b> 2

  
**J. Michael Zeigler**  
Acting Secretary

  
**William G. Stewart**  
Deputy Secretary  
for Administration

  
**Gary W. McLhinney**  
Assistant Secretary

### .01 Purpose.

The purpose of this directive to promulgate the policy and procedure agreed to by the Secretary of Public Safety and Correctional Services (Secretary) and the American Federation of, State, County, and Municipal Employees (AFSCME) Maryland concerning the use and management of overtime for correctional staff including the:

- A. Overtime Policy for Correctional Staff, signed and dated January 27, 2012 by the Secretary; and
- B. The Eastern Correctional Institution (ECI) and Western Correctional Institution (WCI) Addendum, signed and dated April 1, 2019 by the Assistant Secretary for Professional Standards, and Police/Correctional Officer Labor Relations.

### .02 Scope.

This directive applies to all facilities and units of the Department of Public Safety and Correctional Services (Department) employing correctional staff.

### .03 Policy.

Refer to policy contained in the attached January 2012 agreement and the April 2019 addendum between the Department and AFSCME Maryland.

### .04 Definitions.

Refer to definitions contained in the attached agreement between the Secretary and AFSCME Maryland.

**.05 Responsibility/Procedures.**

A Department employee responsible for approving overtime shall comply with policy agreed to by the Secretary and AFSCME Maryland as stated in the attached agreement and all addendums.

**.06 Attachments.**

AFSCME Maryland and the Department of Public Safety and Correctional Services – Overtime Policy for Correctional Staff, signed and dated January 27, 2012 by the Secretary.

The Eastern Correctional Institution and Western Correctional Institution Addendum, signed and dated April 1, 2019 to the AFSCME Maryland and the DPSCS – Overtime Policy for Correctional Staff, signed and dated January 27, 2012 by the Secretary.

**.07 History.**

- A. This directive replaces Executive Directive ADM.050.0032 dated August 14, 2015. The agreement between the Secretary and AFSCME Maryland signed January 27, 2012 remains in effect.
- B. This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

**.08 Distribution.**

A – Agency Reference Copy

S – Human Resources, Correctional Staff