Department Directive

Title: Seniority Policy	Department Directive Number: OPS.050.0033
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	**Supersedes:** OPS.050.0033 - Dated October 31, 2025
Related ACA and MCCS Standards: **ACA 5th Edition (2019):** 5-ACI-1C-01 **ACA 5th Edition (2018):** 5-1C-4048	**Authorized By:** Leslie Dantzler **Leslie Dantzler** Acting Chief Human Resources Officer
Related Directives: ADM.050.0032 – Overtime Policy – Correctional Staff ADM.050.0034 – Annual Leave Policy ADM.050.0035 – Alternate Leave Policy	**Effective Date: October 15, 2026**
Variance: No facility directive is necessary to comply with this directive.	**Number of Pages: 2**

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Deputy Secretary
Administration

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.01 Purpose.

This directive continues policy and procedure agreed to on May 7, 2010 by the Secretary of Public Safety and Correctional Services (Secretary) and the Association of Federal, State, County and Municipal Employees (AFSCME) Maryland concerning employee seniority**.**

.02 Scope.

This directive applies to all Department of Public Safety and Correctional Services (Department) correctional and detention facilities.

.03 Policy.

Refer to policy contained in the attached May 2010 agreement between the Secretary and AFSCME Maryland.

.04 Definitions.

Refer to policy contained in the attached May 2010 agreement between the Secretary and AFSCME Maryland.

.05 Procedure.

A Department employee responsible for approving employee leave or establishing a list to select employees to work voluntary or draft overtime and scheduling relief days shall comply with

requirements established in the attached May 2010 agreement between the Secretary and AFSCME Maryland.

.06 Appendix.

A. Department of Public Safety and Correctional Services Policy on Seniority.

B. Procedure for Random Means of Determining Seniority

.07 History.

A. Directive number changed from ADM.050.0033 to OPS.050.0033, to accurately reflect its scope.

B. The attached May 2010 agreement remains in effect.

C.

Date Directive and Appendix B reviewed and updated:	09/18/2026
	10/31/2025
	10/30/2024
	09/22/2023
	09/26/2022
	09/15/2021
	09/15/2020
	08/23/2019
	12/01/2018
	08/31/2017
	08/31/2016

D. This directive supersedes provisions of any prior existing Department or agency communication with which it may be in conflict.

.08 Distribution.

A
C
D

Department of Public Safety and Correctional Services

POLICY ON SENIORITY

This policy, the product of negotiations between the DPSCS and AFSCME, shall apply to all State Correctional Facilities and Maryland Correctional Enterprise and shall be made a part of and be implemented at all facilities within DPSCS.

Seniority will be:

1) Determined by total service time in the Department of Public Safety and Correctional Services.

2) Seniority shall be computed in days.

3) Should that result in a tie, the criteria shall be the number of days in State service.

4) If a tie continues to persist, seniority shall be determined by a random means using the employee's social security number. See the attached document.

This definition of seniority will be used for the purposes of scheduling annual leave, determining lists for volunteer and draft overtime. Additionally, the Seniority Policy will be used for the purpose of scheduling relief days for facilities running on a Five-Two Schedule. CO Sergeants in Five-Two institutions will be a separate group only for the purpose of determining seniority for the scheduling of relief days otherwise the policy shall apply to CO Sergeants as described above.

Attachment: Procedure for Random Means of Determining Seniority

For AFSCME

5·10·2010
Date

For DPSCS

5-7-10
Date

Procedure for Random Means of Determining Seniority (Chart Revised September 2026)

The chart to break the tie and determine seniority when all length of service factors for two or more staff are equal will be redone by random selection each year in time to begin leave projections for the following calendar year. The number selections will be determined by using a computerized random numbers generator. This chart will be used for all seniority decisions until it is revised for the next year.

Rank Order Precedence	Randomly Selected Number
0	5
1	4
2	8
3	3
4	7
5	0
6	9
7	2
8	1
9	6

The procedure for using this chart is as follows:

Look up the last digit of the individual's workday (W) number in the column of randomly selected numbers to determine the order of precedence. In the case of a tie, use the penultimate (next to last) digit of the workday (W) number to break the tie and determine order of precedence. In the case of a remaining tie, continue with the next digit of the workday (W) number until the tie is broken.

The rank order for precedence is set up so that it will sort electronically in a spreadsheet, with zero being the lowest number (the highest seniority) and 9 being the last number (the least seniority).

Examples:

Workday (W) Numbers of Staff With Tied Seniority Based on Service Dates	Rank Order of Last Digit	Rank Order of Next-to-Last Digit	Rank Order of Third-to-Last Digit
wx-xx-xxx5	0		
wx-xx-xx73	3	4	
wx-xx-x023	3	7	5
wx-xx-x923	3	7	6
wx-xx-xx63	3	9	

- The employee whose number ends in 5 is senior to the four others ending in 3, because 5 is ranked 0, while 3 is ranked 3.
- The four other employees with the same ending number are initially still tied, so we look up the next-to-last digit.
    - This results in the employee whose number ends in 73 being the most senior of the group because 7 is ranked 4, and 3 (which is ranked 3).
    - The two whose numbers end in 23 (2 is ranked 7) are still tied with each other but are senior to the one whose number ends in 63 (6 is ranked 9).
- To break the tie of the two employees whose numbers end in 23, we look up the next digit. The employee whose number ends in 023 (0 is ranked 5) is senior to the one whose number ends in 923 (9 is ranked 6).