

Executive Directive



Stephen T. Moyer
Secretary

.01 Purpose.

This directive continues, with updates, policy and responsibilities for Department of Public Safety and Correctional Services (Department) employees to ensure that contact and personal information on file with the Department is accurate.

.02 Scope.

This Directive applies to all Department employees.

.03 Policy.

- A. The Department shall maintain contact and personal information as part of an employee's confidential personnel file.
- B. The Department shall use contact and personal information contained in an employee's personnel file consistent with the statutory and regulatory requirements related to official Department business needs.
- C. The Department shall establish a process for an employee to inspect, correct and update information contained in an employee's personnel file ensuring that the information is accurate.

.04 Definitions

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Contact information" includes the:

(a) Full name of the employee;

Title: Employee Contact and Personal Information	Executive Directive Number: ADM.050.0042 Revised
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland; State Government Article, §§10-611 and 10-624, Annotated Code of Maryland; COMAR 12.11.05	Supersedes: ADM.050.0042 issued July 22, 2013
Related ACA Standards: 4-4048 & 4-4067; 2-CO-1C-01 & 2-CO-1C-23; 4-ALDF-7F-01 & 4-ALDF-7E-02	Responsible Authority: Executive Director – Human Resources Services Division
Related MCCS Standards: N/A	Effective Date: April 10, 2015 Number of Pages: 4

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- (b) Street name, house or apartment number, city, state and zip code where the employee resides;
- (c) All telephone numbers (landline and cellular) that are regularly used by or in the employee's name; and
- (d) Information identified under §§.04B(1)(a) and (c) of this directive for an individual, or individuals, designated by the employee to be contacted in the event of an emergency involving the employee.

(2) Employee.

- (a) "Employee" means an individual assigned to or employed by the Department in a full-time, part-time, temporary, or contractual position regardless of job title or classification.
- (b) "Employee" shall include:
 - (i) A volunteer;
 - (ii) An intern; and
 - (iii) A contractor.

(3) Personal Information.

- (a) "Personal information" has the meaning stated in State Government Article, §10-611, Annotated Code of Maryland.
- (b) "Personal information" includes, but may not be limited to items identified in State Government Article, §10-611(f), Annotated Code of Maryland.

(4) "Workday" means a cloud-based application for human resources, benefits, and time tracking that is a function of the automated State Personnel System (SPS).

.05 Responsibility/Procedure.

A. Employee Responsibility.

- (1) An employee shall provide the employee's HRSD representative and respective supervisor with contact and personal information necessary to conduct official Department business as part of initial employment.
- (2) An employee shall use the Workday application to update changes to the employee's contact and personal information to ensure that the information on file is accurate.
- (3) An employee shall:
 - (a) Log into Workday according to instructions provided by the system to update the fields for personal contact, address, and telephone number affected by the change no later than the end of the next day that the employee returns to work after the change occurred.

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(b) Notify the employee's supervisor of changes necessary to update local rosters and database applications.

(4) An employee is required to report a change of address to the Central Payroll Bureau using the Payroll On-Line Service Center (POSC) available at <https://interactive.marylandtaxes.com/Extranet/cpb/POSC/User/Start.aspx>.

B. Supervisor Responsibility.

(1) A supervisor shall take appropriate steps to ensure that subordinate employee contact and personal information is accurate.

(2) In order to establish the accuracy of employee contact and personal information maintained by the Department each supervisor shall, within 10 work days from the date of this directive:

(a) Ensure that each subordinate employee is personally provided and signs for a copy of this directive;

(b) Forwards the signed receipt to the appropriate human resources office for filing in the employee's personnel file; and

(c) Ensure that each subordinate employee signs in to Workday and verifies that the information is current; or if not current or additional information (telephone numbers) is required that the records are updated;

(3) If a supervisor determines that a subordinate employees' contact and personal information is not accurate shall:

(a) Ensure that the employee officially submits the information as required under this directive; and

(b) If appropriate, initiate disciplinary action under the Department's disciplinary process.

C. Upon receipt of notification from Workday that an employee submitted a change to contact or personal information, the HR representative shall appropriately approve the Workday transaction to update the employee's contact and personal information.

D. An individual who does not comply with requirements under this directive is subject to appropriate disciplinary action under the Department's employee disciplinary process.

.06 Attachments.

A. Links to Workday and Payroll On-Line Service Center are available in the document.

B. Receipt and Acknowledgement of Content of Executive Directive ADM.050.0042 — Employee Contact and Personal Information

.07 History.

Executive Directive Number: ADM.050.0042

- A. This directive replaces ADM.050.0042 dated July 22, 2013 updating content based on requirements of the automated State Personnel System (SPS).
- B. This directive supersedes provisions of any other prior existing Department communication with which it may be in conflict.

.08 Operations Distribution.

- A
- B

**Receipt and Acknowledgement of Content
of Executive Directive
ADM.050.0042 — Employee Contact and Personal Information**

My signature below acknowledges receipt of Executive Directive ADM.050.0042 — Employee Contact and Personal Information and that I understand and complied with requirements established under the directive for reviewing and, if necessary, updating my contact and personal information on file with Department of Public Safety and Correctional Services. Further, I understand that failure to comply with the requirements established under this directive related to my contact and personal information may result in disciplinary action, up to and including termination.

Date Directive Received by Employee

Date Workday Information Reviewed

Employee's Printed Name

Supervisor's Printed Name

Employee's Signature

Supervisor's Signature

Date

Date

Original Filed: Personal File
Copy Provided: Employee