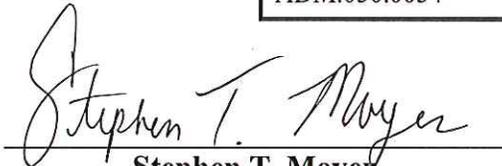
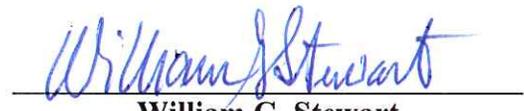




<b>Title:</b> Correctional Officer Hiring and Retention/Attendance Bonus	<b>Executive Directive Number:</b> ADM.050.0005
<b>Related MD Statute/Regulations:</b> Titles 3 and 9 of the State Personnel and Pensions Article, Annotated Code of Maryland; COMAR 14.32.06	<b>Supersedes:</b> Not Applicable
<b>Related ACA and MCCS Standards:</b> 4-4057, 4-4059, 4-4068, 4-4084, and 4-4091	<b>Authorized By:</b>  Executive Director – Human Resources Services Division
<b>Related Directives:</b> ADM.050.0032; ADM.050.0033; ADM.050.0034; ADM.050.0035; ADM.050.0036; ADM.050.0037; ADM.050.0044; ADM.050.0045; ADM.050.0054	<b>Effective Date:</b> March 30, 2018  <b>Number of Pages:</b> 4

  
Stephen T. Moyer  
Secretary

  
William G. Stewart  
Deputy Secretary for Administration

**.01 Purpose.**

This directive sets forth the internal administrative process for implementation of the Correctional Officer Hiring Bonus and Retention and Attendance Bonus Program as provided in the Memorandum of Understanding dated January 1, 2018, agreed upon between the State of Maryland and the American Federation of State, County and Municipal Employees (AFSCME) Maryland for Bargaining Unit H.

**.02 Scope.**

This policy applies to all correctional officer classifications listed in Attachment A.

**.03 Policy.**

Refer to the Memorandum of Understanding in effect January 1, 2018 through December 31, 2021 between the State of Maryland and AFSMCE.

**.04 Definitions.**

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

**B.** Terms Defined.

(1) “Unscheduled absence” means an employee who did not request pre-approved leave and then:

- (a) Called-out prior to the beginning of the employee’s scheduled shift;
- (b) Called-out after being drafted for an unscheduled shift; or

- (c) Notified supervisor of illness and left the facility prior to the end of the employee's shift;
- (2) "Undocumented absence" means an employee who:
  - (a) Called-out sick or left the facility citing illness in accordance with Department procedures; and
  - (b) Failed to produce a certificate signed by a healthcare provider authorized under the State Personnel and Pensions Article, §9-504, Annotated Code of Maryland.

**.05 Procedure.**

**A. Time Keeping and Payroll.** The administration of employee time keeping and payroll shall comply with all State laws and regulations and the requirements established in the 2018 Memorandum of Understanding agreed upon between the State of Maryland and AFSMCE Maryland.

**B. Hiring Bonus Program.**

- (1) A cadet or correctional officer hired, or reinstated after a six month separation, on or after November 1, 2017, may be eligible for a hiring bonus if the employee:
  - (a) Successfully completes and graduates from a Maryland Correctional Training Commission's (CTC) approved Correctional Officer Training Academy;
  - (b) Successfully completes the one year probationary period;
  - (c) Receives an overall satisfactory rating on the most recent end-of-cycle performance evaluation;
  - (d) Has not been the subject of any sustained disciplinary action during the prior 12 month period; and
  - (e) Has fewer than 3 absences that are unscheduled and undocumented during the prior 12 month period.
- (2) The Warden, or designee, shall:
  - (a) Complete the Human Resource Service Division's (HRSD) Form No. 710 (Attachment B) upon the employee's completion of the requirements in § .05B(1) of this directive; and
  - (b) Return the form to the regional Human Resources Division Services (HRDS) representative.
- (3) Payment.
  - (a) The Hiring Bonus Program:

- (i) Allows for a maximum payment of \$5000; and
  - (ii) Is awarded in two payments based on completion of the eligibility items listed in § .05B(1) of this directive.
- (b) The first payment of \$2000 is awarded upon successful completion of § .05B(1)(a) of this directive.
  - (c) The second payment of \$3000 is awarded upon successful completion of §§ .05B(1)(b) through (f) of this directive.
  - (d) The correctional officer or cadet shall receive payment of the bonus no later than the second pay period following completion of the required tasks.

**C. Retention/Attendance Bonus Program.**

- (1) Current DPSCS correctional officers, excluding cadets, may be eligible to receive a retention/attendance bonus if the employee, during the preceding quarter (e.g. January, February, and March):
  - (a) Received an overall satisfactory or outstanding rating on the employee's most recent end-of-cycle performance evaluation;
  - (b) Has not been the subject of any sustained Level II or above disciplinary action imposed during the quarterly rating period; and
  - (c) Has no more than one absence that is unscheduled and undocumented during the quarterly rating period.
- (2) An employee shall not be eligible to receive both the hiring bonus and the retention/attendance bonus. Those hired on or after October 1, 2017 are not eligible for the retention bonus.
- (3) The Warden, or designee, shall:
  - (a) Complete the HRSD Form No. 710 (Attachment B);
  - (b) Provide a copy of the completed form to employee; and
  - (c) Submit the original form to the regional HRDS representative within the timeframe set by HRDS.
- (4) Payment.
  - (a) The Retention/Attendance Bonus Program:
    - (i) Allows for a maximum payment of \$3000; and

- (ii) Is awarded in 4 payments based on completion of the eligibility items listed in § .05C(1) of this directive for each of the preceding quarters.
- (b) An eligible employee shall receive a payment of \$750 upon successful completion of the requirements listed in § .05C(1) of this directive for the preceding quarter.
- (5) The retention/attendance bonus shall be included in the employee's regularly scheduled payroll disbursement.

**.06 Attachments.**

- A.** Correctional Officer Classifications Eligible for Retention/Attendance Bonus Program.
- B.** Personnel File Summary (HRSD Form 710 - rev. 02/16/18)

**.07 History.**

This directive supersedes provisions of any other prior existing communication with which it may be in conflict. The attached agreement dated January 1, 2018 is currently in effect.

**.08 Correctional Facility Distribution Code.**

- A
- B
- S – HRSD, CTC

Classifications Eligible for Retention/Attendance Bonus Program	
Class Code	Class Title
1405	CORR MAINT OFF I ELECTRONICS
1406	CORR MAINT OFF II ELECTRONICS
4019	CORR DIET OFF TRNEE BAKING
4020	CORR DIET OFF TRNEE COOKING
4030	CORR DIET OFF I BAKING
4031	CORR DIET OFF I COOKING
4032	CORR DIET OFF I MEAT CUTTING
4033	CORR DIET OFF II BAKING
4034	CORR DIET OFF II COOKING
4035	CORR DIET OFF II MEAT CUTTING
4036	CORR DIET SUPERVISOR
4037	CORR DIET SERV SUPERVISOR - GENERAL
4038	CORR DIET SERV SUPERVISOR - DIETETIC
4039	CORR DIET MANAGER - GENERAL
4040	CORR DIET MANAGER - DIETETIC
4044	CORR LAUNDRY OFF I
4045	CORR LAUNDRY OFF II
4048	CORR MAINT OFF I AUTOMOTV SERVS
4049	CORR MAINT OFF I CARPENTRY
4050	CORR MAINT OFF I ELECTRICAL
4051	CORR MAINT OFF I GRNDS SUPVSN
4052	CORR MAINT OFF I MAINT MECH
4053	CORR MAINT OFF I MASON PLASTER
4054	CORR MAINT OFF I METAL MAINT
4055	CORR MAINT OFF I PAINTING
4056	CORR MAINT OFF I PLUMBING
4057	CORR MAINT OFF I REFRIG MECH
4058	CORR MAINT OFF I SHEET METAL
4059	CORR MAINT OFF I STAT ENG 1ST
4060	CORR MAINT OFF I STEAM FITTING
4061	CORR MAINT OFF II AUTOMOTV SERVS
4062	CORR MAINT OFF II CARPENTRY
4063	CORR MAINT OFF II ELECTRICAL
4064	CORR MAINT OFF II GRNDS SUPVSN
4065	CORR MAINT OFF II MAINT MECH
4066	CORR MAINT OFF II MASON PLASTER
4067	CORR MAINT OFF II METAL MAINT
4068	CORR MAINT OFF II PAINTING
4069	CORR MAINT OFF II PLUMBING
4070	CORR MAINT OFF II REFRIG MECH
4071	CORR MAINT OFF II SHEET METAL
4072	CORR MAINT OFF II STAT ENG 1ST
4073	CORR MAJNT OFF II STEAM FITTING
4074	CORR MAINT SERVICES OFF
4080	CORR OFFICER I
4081	CORR OFFICER II
4082	CORR OFFICER SERGEANT
4083	CORR OFFICER LIEUTENANT
4084	CORR OFFICER CAPTAIN
4085	CORR OFFICER MAJOR
4087	CORR REC OFFICER I
4088	CORR REC OFFICER II
4089	CORR REC OFFICER III
4091	CORR SUPPLY OFFICER I
4092	CORR SUPPLY OFFICER II
4093	CORR SUPPLY OFFICER III

Classifications Eligible for Hiring Bonus Program	
<i>Hiring or reinstatement must have occurred on or after November 1, 2017</i>	
Class Code	Class Title
4021	DPCS CORR CADET
Newly hired or reinstated after a six month separation	CORR OFF/OFFICER in Bargaining Unit H

EXAMPLE



Department of Public Safety and Correctional Services  
**PERSONNEL FILE SUMMARY for Non-Competitive Promotion,  
Retention / Attendance Bonuses and Hiring Bonus**

Probationary Employee  Current Employee

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ W Number: \_\_\_\_\_

Facility: \_\_\_\_\_ Current Classification: \_\_\_\_\_

PIN Number: \_\_\_\_\_ Requested Classification: \_\_\_\_\_ Date candidate became eligible for the requested classification: \_\_\_\_\_

**1 Probationary Employee**  
If applicable, was the probation successfully completed:  YES  NO Date: \_\_\_\_\_

**2 Current Employee**  
Is the existing employee eligible for the Retention and Attendance Bonus Program  YES  NO If yes date: \_\_\_\_\_

**Disciplinary Actions:**  
Did the current employee, within the reckoning period, receive or been subjected to any disciplinary action(s)?  YES  NO

**Check all that apply:**  
Written Reprimand  Level 1  Level 2  
 Suspension Number of days: \_\_\_\_\_  
 Final Order (for COBR employees)  
 Notice of Disciplinary Action (MS-4A for NON-COBR employees)  
 Termination paperwork  
 Settlement agreements  
 Paperwork regarding administrative/criminal investigation/charge(s)

Attach a summary listing all disciplinary actions taken against the employee. Documentation must be signed by the employee in order for it to be included in the file summary.  
The summary should include the following information:  
• Date the employee was disciplined  
• Type of disciplinary action taken  
• Summary/reason for the disciplinary action taken

Has the current employee been subjected to an IID investigation/adjudication during the reckoning period?  YES  NO  
If yes, provide information relating to the case(s): \_\_\_\_\_

**Attendance record for the last 12 months of employment:**  
Sick Leave Usage # of occurrences: \_\_\_\_\_ # of hours/days for each occurrence: \_\_\_\_\_  
(all FMLA approved occurrences should be counted as (1) one occurrence)

**Attendance record for the calendar quarter of employment:**  
Number of unscheduled absences during calendar quarter? \_\_\_\_\_ # of hours/days for each occurrence: \_\_\_\_\_  
Number of undocumented callouts during calendar quarter? \_\_\_\_\_ # of hours/days for each occurrence: \_\_\_\_\_  
Number of unscheduled callouts during calendar quarter? \_\_\_\_\_ # of hours/days for each occurrence: \_\_\_\_\_

Within the last 12 months, was the employee placed on a one day sick slip notice?  YES  NO Date Issued: \_\_\_\_\_

**Performance Evaluation Program (PEP) for the last year of employment:** Mid-Cycle  End-Cycle   
O = Outstanding S = Satisfactory U = Unsatisfactory

I certify that this information is true and accurate to the best of my knowledge and belief and was taken directly from the personnel and medical files on the above referenced employee.

Supervisor's Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Title & Facility: \_\_\_\_\_ Date: \_\_\_\_\_

Appointing Authority's Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Title & Facility: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:**  
-Supervisor must sign and date the form  
-The R&A Bonus has three qualifiers  
-more than one undocumented, unscheduled leave use  
-Unsatisfactory PEP rating  
-No imposed discipline over level 1 in the period  
**If the employee disqualifies in any of the 3 categories you may submit the form without completing the other qualifiers.**

Select "Current Employee" for R&A Bonus and NCP. "Probationary Employee" only applies to Hiring Bonus

fill this out for NCP only

Answer only one of these questions Q1 is for NCP and Hiring Bonus. Q2 is for R&A Bonus

Fill this out documenting "Imposed Discipline" only

12 month attendance record applies to NCP and Hiring Bonus only

Attendance is calculated quarterly for R&A Bonus. Performance periods are (1/1 - 3/31), (4/1 - 6/30), (7/1 - 9/30 and (10/1 - 12/31).

NCP & Hiring Bonus Only

Enter PEP for all Bonus Processes

HRSD Form 710 (rev. 02/16/18)



Department of Public Safety and Correctional Services  
**PERSONNEL FILE SUMMARY for Non-Competitive Promotion,  
 Retention / Attendance Bonuses and Hiring Bonus**

**Probationary Employee**      **Current Employee**

Last Name:	First Name:	M.I.	W Number:
Facility:	Current Classification:		
PIN Number:	Requested Classification:	Date candidate became eligible for the requested classification:	

**Probationary Employee**

If applicable, was the probation successfully completed:      YES      NO      Date:

**Current Employee**

Is the existing employee eligible for the Retention and Attendance Bonus Program      YES      NO      If yes date:

**Disciplinary Actions:**

Did the current employee, within the reckoning period, receive or been subjected to any disciplinary action(s)?      YES      NO

**Check all that apply:**

Written Reprimand      Level 1      Level 2

Suspension      Number of days

Final Order (for COBR employees)

Notice of Disciplinary Action (MS-4A for NON-COBR employees)

Termination paperwork

Settlement agreements

Paperwork regarding administrative/criminal investigation/charge(s)

Has the current employee been subjected to an IID investigation/adjudication during the reckoning period?      YES      NO

**If yes, provide information relating to the case(s).**

**Attach a summary listing all disciplinary actions taken against the employee. Documentation must be signed by the employee in order for it to be included in the file summary.**

The summary should include the following information:

- Date the employee was disciplined
- Type of disciplinary action taken
- Summary/reason for the disciplinary action taken

**Attendance record for the last 12 months of employment:**

Sick Leave Usage # of occurrences             /  # of hours/days for each occurrence  
(all FMLA approved occurrences should be counted as (1) one occurrence)

/  # of hours/days for each occurrence

**Attendance record for the calendar quarter of employment:**

Number of unscheduled absences during calendar quarter?             /  # of hours/days for each occurrence

Number of undocumented callouts during calendar quarter?             /  # of hours/days for each occurrence

Number of unscheduled callouts during calendar quarter?             /  # of hours/days for each occurrence

Within the last 12 months, was the employee placed on a one day sick slip notice?	YES	NO	Date Issued:
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**Performance Evaluation Program (PEP) for the last year of employment:**

Mid-Cycle      End-Cycle

O = Outstanding    S = Satisfactory    U = Unsatisfactory

I certify that this information is true and accurate to the best of my knowledge and belief and was taken directly from the personnel and medical files on the above referenced employee.

Supervisor's Name Printed	Signature	Title & Facility	Date
Appointing Authority's Name Printed	Signature	Title & Facility	Date