



Department of Public Safety and Correctional Services

Division of Parole and Probation

6776 REISTERSTOWN ROAD • SUITE 212 • BALTIMORE, MARYLAND 21215
410-585-3566 • FAX 410-764-4293 • TOLL FREE (877) 379-8636 • V/TTY (800) 735-2258 • www.dpccs.maryland.gov

STATE OF MARYLAND

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ENTRY SERVICES

MARTHA DANNER
DIRECTOR OF PAROLE AND
PROBATION

GENERAL ORDER 08-007 REVISED

TO: All Employees

SUBJECT: Non - Competitive Promotions

I. Introduction. Within the Division, non-competitive promotions are promotions by which employees advance within the Parole and Probation Agent and Monitor classification series without competing with other employees for the promotional position. Advancement through non-competitive promotion is a conditioned entitlement: an agent or monitor must meet certain minimum qualifications for the promotional position but once those qualifications are met, the employee is entitled to the promotion. The qualifications are explained below in sections II and III. Additionally, supervisors and administrators must certify that the minimum qualifications have been met by eligible employees. The certification procedures are set forth below in section IV.

II. Eligibility: Minimum Time Requirements.

(a) **Non-competitive promotion from Agent I to Agent II and Monitor I to Monitor II.** An Agent I or Monitor I is eligible for a non - competitive promotion to Agent II or Monitor II, respectively, one year from the date that the Agent I or Monitor I completes the Entry Level Training Program.

(b) **Non-competitive promotion from Agent II to Senior Agent.** The general minimum time requirement for non - competitive promotion from Agent II to Senior Agent is four years from the date that the employee completes the Entry Level Training Program. However, if the Agent II qualifies by prior experience - whether obtained before hire or promotion to agent, or obtained after hire or promotion to agent, if there is a delay in the start of the entry level training program of greater than one month following hire or promotion - or graduate education for a reduction in the four year requirement, the minimum time requirement can be reduced, as measured from the date the employee completes the Entry Level Training Program.

(c) **Non-competitive promotion from Monitor II to Monitor III.** The general minimum time requirement for non-competitive promotion from Monitor II to Monitor III is two years from the date that the employee completes the Entry Level Training Program. However, if the Monitor II qualifies by prior experience - whether obtained before hire or promotion to monitor, or obtained after hire or promotion to monitor, and there is a delay in the start of the entry level training program of greater than one month following hire or promotion, the minimum time requirement

can be reduced, as measured from the date the employee completes the entry level training program.

III. Eligibility: Performance Requirement.

(a) **Satisfactory Performance.** To qualify for a non - competitive promotion, an eligible agent or monitor must satisfactorily perform the duties of the advanced position for a period of six months prior to being reclassified at the higher position. This includes supervising a 100 % caseload, based on the average active full caseload in the region, program, or office to which the employee is assigned. An employee satisfactorily performs the duties of a position when the employee's PEP reflects a "Satisfactory" level of proficiency or higher for at least six months prior to reclassification.

(b) **Modified decreased caseload schedule.** Except as set forth in paragraph (4) of this section, upon completing the Entry Level Training Program an Agent I or Monitor I shall be assigned a modified decreased caseload schedule. The schedule is as follows:

(1) **Step 1:** 70% of the average active full caseload in the region, program, or office to which the employee is assigned for the first thirty days after successful completion of the Entry Level Training Program;

(2) **Step 2:** 80% of the average active full caseload in the region, program, or office to which the employee is assigned for thirty days subsequent to the completion of Step 1.

(3) **Step 3:** 90% of the average active full caseload in the region, program, or office to which the employee is assigned for thirty days subsequent to the completion of Step 2;

(4) **Step 4:** 100% of the average active full caseload in the region, program, or office to which the employee is assigned for thirty days subsequent to completion of Step 3.

EXAMPLE 1: Jane Jones begins employment with the Division on January 1, 2010 and begins the Entry Level Training Program. Jones graduates from the Entry Level Training Program on March 1. On March 2, Agent I Jones is assigned a 70% caseload. On April 2, Jones is assigned an 80% caseload. On May 2, Agent I Jones is assigned a 90% caseload. On June 1, Agent Jones has a PEP. On June 2, Agent Jones is assigned a full (100 %) caseload. If Agent Jones satisfactorily performs her duties at a "satisfactory" or above level of proficiency for six consecutive months, Agent Jones is eligible for a non-competitive promotion to Agent II on March 2, 2011.

(c) The modified decreased caseload schedule may be altered on a case-by-case basis by a regional management team to permit an employee to exceed the caseload percentages set forth in the schedule. The regional administrator shall certify in writing to the Executive Deputy Director, with a copy to the Deputy Director for Administrative Services, that the employee's job proficiency merits an increased caseload.

(d) **Time credit for education and experience.** Qualifying experience or the possession of a degree in excess of the educational degree required for the position does not guarantee the employee an accelerated non-competitive promotion schedule. Non-competitive

promotions are granted based on the employee's successful performance of the necessary duties of the position to which the employee seeks a promotion rather than the employee's prior education or experience. Consequently, only after an agent or monitor meets the minimum time and performance requirements set forth in sections II and III can credit for education and prior experience be applied for non-competitive promotion purposes.

(e) An employee who wishes to have prior experience or education considered as part of the non-competitive promotion review shall:

(1) Submit a written request to the Human Resources Services Division ("HRSD") that includes sufficient documentation regarding the prior education and/or work experience for HRSD to determine whether one or both qualifies for credit toward the minimum time requirements; and

(2) Upon receipt of a response from HRSD, provide a copy of the response to the employee's supervisor for submission through the chain-of-command to the Regional Administrator.

IV. Supervisory Procedures.

(a) **Preface.** Incomplete, inaccurate and untimely certification of non-competitive promotions affects employee income and morale. Therefore, it is incumbent upon each employee with a role in this process to know what is to be done, when it is to be done, and how it is to be done in order to ensure timely, accurate, and complete processing of non-competitive promotions.

(b) Reclassification of an employee to a higher position based upon non-competitive promotion is an entitlement subject only to an employee's meeting the prerequisite time and performance eligibility requirements. It is each supervisor's responsibility not only to be aware of these requirements but to ensure that employees who are potentially eligible for non-competitive promotions are made aware of them too.

(c) In order to inform employees of the process, supervisors must know the date of an employee's first day of employment, graduation date from the Entry Level Training Program, and dates of the employee's scheduled PEPs to ensure that the:

(1) Employee is advised of the procedures outlined in this section no later than six months prior to the date that the employee becomes eligible for the non-competitive promotion; and

(2) The application for non-competitive promotion is completed and forwarded to the Supervisor's regional office no later than ten (10) workdays from the date that the employee becomes eligible for the non-competitive promotion.

(d) Within six months of the employee being eligible for a non-competitive promotion, a supervisor shall:

(1) Meet with the employee and provide a written copy of the position description for the position to which the employee seeks promotion; and

(2) Detail the standards of performance by which the employee will be evaluated before being reclassified.

EXAMPLE 2: John Jones becomes eligible for a non-competitive promotion on January 2, 2011. No later than July 2, 2010, Agent I Jones' supervisor meets with Agent Jones to provide a copy of the Agent II job description and detail the standards Agent I Jones will have to meet to be eligible for the position. By January 2, 2011, Agent I Jones' supervisor is required to complete the paperwork for Agent I Jones' non-competitive promotion and forward it to the Human Resources Management Office.

(e) **Submitting a request for non - competitive promotion.** The documents that shall be provided to the Human Resources Management Office when recommending an employee for non-competitive promotion are:

- (1) A Non=Competitive Promotion Checklist (DPP=ADM-68), signed by the supervisor;
- (2) A Personnel File Summary (HRSD Form 710), signed by the supervisor;
- (3) A memorandum from the Regional Administrator which contains the information described in subsection (f) of this section;
- (4) An updated MS - 22, with the employee's original signature; and
- (5) Written confirmation received by the employee from HRSD regarding prior service credit;
- (6) A performance evaluation of the employee's performance at the position to which promotion is sought, certifying that the employee has satisfactorily performed all essential duties of the position for a period of not less than six months.

(f) **Regional administrator's memorandum.** The memorandum required under subsection (e)(3) of this section shall contain:

- (1) The statement that the employee is eligible for a non-competitive promotion to Agent II, Monitor II, Senior Agent, or Monitor III;
- (2) The dates the employee met the applicable prerequisites listed sections II and III of this General Order (e.g., DOE date, graduation date from ELTP, education and experience that qualifies the employee for an accelerated non-competitive promotion); and
- (3) If the non-competitive promotion request is past due, an explanation as to why the request is late; and
- (4) Any other information that if not included may tend to delay processing of the non-competitive promotion request.

(g) **Non-competitive promotion checklist.** The documents set forth in paragraph (e)(1) through (7) of this section are listed on the form entitled Non - Competitive Promotion Checklist. (See attachment below). The checklist shall be completed, dated, signed, and placed atop the documentation for submission to the Human Resources Management Office.

V. Office of the Director.

(a) Requests for non-competitive promotion shall be:

(1) Received at the Office of the Director;

(2) Date stamped when received; and

(3) On the same day received, logged and thereafter tracked through the review and approval process described in subsections (2) through (7) of this section.

(b) Each non-competitive promotion packet (i.e., checklist and attachments) received at the Director's Office shall be reviewed for accuracy and completeness by the Executive Assistant to the Director not later than two business days after it is received.

(c) Minor errors or omissions that are found during the review required under the preceding paragraph shall be corrected by the Executive Assistant to the Director. Errors and omissions that cannot be corrected by the Executive Assistant to the Director (e.g., missing signatures) shall, on the same day they are found, be brought to the attention of the submitting region's administrator for correction and resubmission.

(d) A non - competitive promotion packet that is approved for accuracy and completeness by the Executive Assistant to the Director shall be reviewed for endorsement or rejection by the:

(1) Deputy Director for Administrative Services;

(2) Executive Deputy Director; and

(3) Director.


(e) **Final approval and processing.** A request for non-competitive promotion receives final approval when it is signed by the Director. Upon final approval, the non - competitive promotion packet shall be forwarded by the Office of the Director to the Human Resources Services Division for processing

(f) **Notification of decision.** By electronic mail message, the Human Resources Services Division shall notify an affected employee and the Director's Office of the outcome of the non-competitive promotion request.

(g) The Executive Assistant to the Director shall notify the affected employee's Regional Administrator of the notification from and decision of the Human Resources Services Division as received pursuant to subsection (g).

VI. EFFECTIVE DATE: ~~May 8, 2008; Revised Effective Date: January 24, 2018;~~
Revised Effective Date: June 1, 2024

VII. APPROVED REVISION: Martha Danner, Director
DIRECTOR OR DESIGNEE


Carolyn J. Scruggs, Secretary