



Department Directive

Christina N. Lentz

Acting Deputy Secretary
Administration

Robert L. Green

Secretary

Title: Seniority Policy	Department Directive Number: ADM.050.0033 - REVISED
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: ADM.050.0033- Dated September 15, 2021
Related ACA and MCCS Standards: ACA 5th Edition (2019): 5-ACI-1C-01 ACA 5th Edition (2018): 5-1C-4048 ACA 4th Edition: 4-4048 MCCS: 2-CO-1C-01	Authorized By: Tara Nelson 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	Issued Date: September 22, 2022 Effective Date: September 26, 2022
Variance: No facility directive is necessary to comply with this directive.	Number of Pages: 2

.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 (FY2023)

.07 History.

- A. This directive replaces Department Directive ADM.050.0033 dated September 15, 2021. The Procedure for Random Means of Determining Seniority chart has been updated for FY 2023.
- B. This directive replaces Department Directive ADM.050.0033 dated September 15, 2020. The Procedure for Random Means of Determining Seniority chart has been updated for FY 2022.
- C. This directive replaces Executive Directive ADM.050.0033 dated August 23, 2019. The Procedure for Random Means of Determining Seniority chart has been updated for FY 2021.
- D. This directive replaces Executive Directive ADM.050.0033 dated December 1, 2018. The Procedure for Random Means of Determining Seniority chart has been updated for FY 2020.
- E. This directive replaces Executive Directive ADM.050.0033 dated August 31, 2017. The Procedure for Random Means of Determining Seniority chart has been updated for FY 2019.
- F. This directive replaces Executive Directive ADM.050.0033 dated August 31, 2016. The Procedure for Random Means of Determining Seniority chart has been updated for FY 2018.
- G. The attached May 2010 agreement remains in effect. The Procedure for Random Means of Determining Seniority chart has been updated for FY 2017.
- H. This directive replaces Executive Directive ADM.050.0033 dated September 25, 2015 maintaining the Department-wide approach to policy and procedure development and maintenance consistent with leadership changes. The attached May 2010 agreement remains in effect. The Procedure for Random Means of Determining Seniority chart has been updated for FY 2016.
- I. This directive supersedes provisions of any prior existing Department or agency communication with which it may be in conflict.

.08 Distribution.

A
C
D
L

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 for FY2023
(Chart Revised August 2022)

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 randomly 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	2
1	1
2	3
3	6
4	9
5	7
6	0
7	4
8	8
9	5

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 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-xxx2	2		
wx-xx-xx96	3	4	
wx-xx-x746	3	7	5
wx-xx-x046	3	7	6
wx-xx-xx56	3	9	

- The employee whose number ends in 2 is senior to the four others ending in 6, because 2 is ranked 0, while 6 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 96 being the most senior of the group because 9 is ranked 4, which is a lower number than the ranking for 4 (which is ranked 7) and 5 (which is ranked 9).
 - The two whose numbers end in 46 (4 is ranked 7) are still tied with each other, but are senior to the one whose number ends in 56 (5 is ranked 9).
- To break the tie of the two employees whose numbers end in 46, we look up the next digit. The employee whose number ends in 746 (7 is ranked 5) is senior to the one whose number ends in 046 (0 is ranked 6).