

Summary of Policy Revisions as of June 1, 2019

Policy on Leave

Section (b)(20) – Expanded the definition of “Overtime.”

(a)(2)(A)(ii) – Added the new name of the state law library; Thurgood Marshall State Law Library.

(b)(30) – Added the new name for the state law library: Thurgood Marshall State Law Library.

(e)(4) (A), (B), (C), (E), and (H) – Clarified the language on compensatory leave.

(e)(5) – Holiday Leave – removed paragraph (D) -- “A full-time contractual employee is eligible for paid holiday leave if the employee is a full-time contractual employee at the time the holiday occurs and the employee works the day before or the day after the holiday.” An employee’s contractual agreement will indicate the criteria for earning holiday leave.

Policy on Classification and Compensation

Section (b)(11) – Expanded the definition of “Overtime.”

(a)(2)(A)(ii) -- Added the new name for the state law library: Thurgood Marshall State Law Library.

(b)(23) – Added the new name for the state law library: Thurgood Marshall State Law Library.

(c)(17) (B), (D), and (E) - Added clarifying language regarding overtime compensation and compensatory leave.

Policy on Telework

Section (a)(2)(A)(ii) - Added the new name for the state law library: Thurgood Marshall State Law Library.

(b)(11) - Added the new name for the state law library: Thurgood Marshall State Law Library.

(c) Policy Statement – Added the third paragraph providing the administrative head with the authority to require employees to telework in the event of an emergency.

(d) Approving Authority – Added second sentence which reiterates the administrative head’s authority to require an employee to telework.

(i) Child and Dependent Care: (2) – slight revision to this paragraph; added paragraph (3) to this section.

Policy on Confidentiality and Confidentiality Agreement

Section (c)(3), (4), (5), and (6) -- Added language to paragraph (3); added new paragraph (4); added clarifying language to paragraphs (5) and (6).

Revised the confidentiality agreement to reflect the revised Policy on Confidentiality, and to include a broader description of what the agreement covers.

Please contact JaCina Stanton, Manager of Employee Relations and ADA Compliance, if you have any questions. She can be reached at 410-260-1264, or at jacina.stanton@mdcourts.gov.