

Article - Courts and Judicial Proceedings

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§2-5A-07.

(a) The Supreme Bench affirmative action policy that is in effect on January 1, 1983, and as amended from time to time by the judges of the Circuit Court for Baltimore City, shall apply to the personnel system.

(b) The director of personnel shall adopt rules and regulations and establish policies necessary to administer the personnel merit system, including rules, regulations, and policies to:

- (1) Specify rules of employment and the responsibilities of the employees;
- (2) Establish a classification and compensation plan and provide for its maintenance;
- (3) Provide for a job-related program of recruitment, examination, selection, and appointment;
- (4) Provide for certification to the appointing authority of lists of candidates whose qualifications for employment have been determined by an appropriate job-related selection process;
- (5) Provide for a job-related program of evaluation, reclassification, promotion, transfer, and demotion of employees;
- (6) Establish guidelines for the discipline, supervision, termination of employees and for handling employee grievances;
- (7) Develop guidelines for hiring part-time, temporary, and contractual employees;
- (8) Establish policies governing use of leave and limitations of travel on court business;
- (9) Develop training programs and tuition reimbursement policies; and
- (10) Provide for any other guideline, procedure, or program necessary to carry out an equitable and efficient personnel system consistent with this subtitle and any other provision of law.

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