

STATE OF MARYLAND
JUDICIARY

Policy on Reassignment and Transfer

I. PURPOSE

To establish a uniform policy for the administration of reassignment and transfer provisions for regular employees of the Maryland Judiciary.

II. DEFINITIONS

A. Administrative Official

1. The Clerk of Court for the Court in which the employee works;
2. The Administrative Clerk or Administrative Commissioner of the District Court for the district in which the employee works; or
3. The director of the respective department or office within the Courts of Appeal, the Administrative Office of the Courts, the District Court Headquarters, or the Court-Related Agency in which the employee works.

B. Appointing Authority – An individual within the Judiciary who has the power to make appointments and terminate employment.

C. PIN – A Position Identification Number assigned to a position funded under an approved budget.

D. Reassignment – The lateral movement of an employee within the court/office of the Administrative Official that does not result in a change in salary grade, and the employee retains his/her existing PIN.

E. Regular Employee – Any person holding a position funded under an approved budget and having an assigned Position Identification Number (PIN), not including contractual and temporary positions, and those held by Judges, Masters, and Law Clerks.

F. Transfer – The lateral movement of an employee from one position in a job classification to another position which may be in either the same or a different job classification with no grade or salary change and a different PIN assigned.

III. SCOPE

This policy applies to all regular employees, Masters, and Law Clerks of the State of Maryland Judiciary, except District Court Commissioners. The administration of this policy is the responsibility of all Judiciary administrators, managers and supervisors responsible for the management or supervision of Judiciary personnel.

IV. REASSIGNMENT

The Administrative Official or designee may move an employee from one set of job duties in a job classification to another set of job duties in the same job classification, or move a set of job duties and the incumbent within the Judiciary.

The Administrative Official or designee may move an employee from a position in one classification to another position in a different classification with the same salary grade, provided the employee meets the minimum qualifications of the new classification.

The Administrative Official or supervisor may, within limits of their assigned responsibility, initiate a change in the work hours, work shift, work location, work assignment, work supervisor, etc. of an employee. The employee should be provided with two weeks notice of any change in the employee's work hours, work shift, or work location.

An employee may make a request to the Administrative Official to be reassigned. The Administrative Official shall give appropriate consideration to the request.

The Administrative Official must report permanent work assignment changes to the Judiciary Human Resources Department.

V. TRANSFER

Through a selection process, an employee may transfer from one position within the Judiciary to another position within the Judiciary where both positions are compensated at the same salary grade. The employee will retain the current step within that grade. No additional steps will be granted for relevant experience.

In consultation with the Human Resources Department, the appointing authorities of the Courts of Appeal, the Administrative Office of the Courts, the District Court Headquarters, and Court-Related Agencies, at their discretion, may transfer an employee from a position in one of these organizations into a position of the same classification, or a different classification in the same salary grade, in another of these organizations. The employee must meet the minimum

qualifications of the new position.

Through a competitive selection process, an employee of the Executive or Legislative branch of government, may transfer into a position within the Judiciary.

VI. INTERPRETIVE AUTHORITY

The Judiciary Human Resources Department, in consultation with other parties as appropriate, is responsible for the interpretation of this policy.