

LARRY HOGAN
Governor
BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary
MARC L. NICOLE
Deputy Secretary

April 10, 2019

Honorable Larry Hogan Governor of Maryland 100 State Circle Annapolis, Maryland 21401

> RE: Amendment-State of Maryland Annual Statewide Equal Employment Opportunity Report Fiscal Year 2018

Dear Governor Hogan:

I am writing to inform you of amendments to the above-referenced Report. The amendments to the Report include the following:

- Page 8 Complaints of discrimination increased slightly from 595 in fiscal 2017 to 600 (instead of 599) in fiscal 2018.
- Page 59 The total number of internal and external complaints statewide for fiscal 2018 was 600 (*instead of 599*). Of these, 371 were internal complaints and 299 (*instead of 298*) were external complaints.
- Page 60 The Maryland Department of Transportation's figures in the chart have been modified to reflect the correct numbers. The final totals¹ have also been modified as a result of this correction.

This notification will be issued to our Stakeholders and attached to the electronic report on the Department of Budget and Management website.

Should you have any questions, please contact me at 410-767-4061.

Merry

Sincerely.

Glynis\Watford Statewide EEO Coordinator

cc: David R. Brinkley, Secretary, Department of Budget and Management

¹ As highlighted at the bottom of the report.

Maryland

Department of Budget and Management



Annual Statewide Equal Employment Opportunity Report - Fiscal Year 2018



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SECTION ONE

EXECUTIVE

SUMMARY

SECTION 1: EXECUTIVE SUMMARY

Commitment to Equal Employment Opportunity

The State recognizes and honors the value and dignity of every person and understands the importance of providing employees and applicants for employment with a fair opportunity to pursue their careers in an environment free of discrimination, retaliation and/or harassment prohibited by law. The State is committed to ensuring a system based on merit that provides equal opportunity in employment on the basis of merit and fitness, without regard to an individual's age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation and any other non-merit factor. Each State employee is expected to assume personal responsibility and leadership in ensuring fair employment practices and equal employment opportunity (EEO) in Maryland State government.

In accordance with the terms of the Annotated Code of Maryland State Personnel and Pensions Article, Title 5, Subtitle 2, the Office of the Statewide EEO Coordinator (OSEEOC), under the direction of the Secretary of the Department of Budget and Management (DBM) has been charged with overseeing and implementing the administration of the equal employment practices program to ensure compliance with the requirements of applicable State and federal laws governing equal employment opportunity. The OSEEOC is committed to its mission to administer and enforce State and federal EEO laws and policies; promote a work environment free of any unlawful discrimination, harassment and retaliation; and assist in the building of a well-diversified workforce of Maryland State government employees and applicants.

This report provides information necessary to effectively access the State's EEO program through the analysis of statistical and demographical data for Fiscal Year 2018 and to reflect the achievements and ongoing progress of our State government. The OSEEOC has prepared this report, which covers the period July 1, 2017 through June 30, 2018. This report contains selected measures outlining the progress towards equal opportunity in Maryland government and assesses the State's EEO Program.

2018 EEO Highlights

During calendar 2018, the Office of the Statewide EEO Coordinator engaged State agencies and the State's EEO professionals in a number of EEO program activities and assisted agencies in becoming model employers. The office continues to focus on compliance, training, outreach, and diversity awareness.

In order to ensure compliance with State and federal EEO laws, policies and practices, the OSEEOC has continued to conduct ongoing compliance audits to review and monitor the EEO programs in each State agency. The office conducted 12 agency compliance audits in 2018 and

provided each agency with an exit report detailing compliance concerns, as well as potential improvements to their EEO programs.

Through enhanced training and outreach activities, the office strove to increase the skills and knowledge of the State's EEO professionals. Specific activities included:

- Refresher training on EEO laws, diversity, and investigative techniques for State EEO and Fair Practices Officers.
- Ongoing guidance and training to Americans with Disabilities Act coordinators.
- Continuous updates to DBM/OSEEOC's web page to ensure we disseminate the most current EEO related laws, policies and resources.
- Continuation of the EEO Connection a quarterly EEO newsletter that includes EEO law updates, noteworthy court rulings, a diversity corner, community awareness information and a new section for frequently asked questions with answers.
- In collaboration with Maryland Commission on Civil Rights, work to coordinate and implement Sexual Harassment Prevention workshops and Sexual Harassment Prevention Train the Trainer sessions for EEO professionals in response to 2018 HB 1423 – Sexual Harassment Prevention Training - Required. Training covers applicable laws, prevention, employer liability, case examples and best practices to prevent and respond to sexual harassment cases.
- A movie and discussion series that showcase films that include an EEO component.
- Provide guidance and technical assistance to agency Fair Practices, EEO and ADA officers and other agency officials and employees.
- Provide training and instruction on non-visual access for individuals with sight impairments.

During 2019 the office intends to continue training for EEO professionals across the State, conducting compliance audits of agency EEO efforts to ensure consistency with State and federal reporting requirements, producing and distributing educational material to ensure that all employees fully understand their rights and protections, and investigating agency appeal and whistleblower complaints.

Data Analysis

Detailed EEO statistical and demographic workforce data for fiscal 2018 and trends since fiscal 2013 are presented in Sections 3-10. Notable findings and trends are discussed briefly below.

Workforce Diversity

Maryland State government employs individuals from a wide range of racial and ethnic groups. Minorities make up over half of the State's workforce (Exhibit 1) and African Americans represent a larger share of the State government's workforce compared to Maryland's Civilian Labor Force (CLF), (Exhibit 2). Minorities represent a slightly larger share of State government's workforce than in 2013, while the percentage of females is nearly the same at 56% (Exhibit 3).

During fiscal 2018, new hires continued to add to the diversity of the workforce with women accounting for 56% of new hires, minorities accounting for more than half and African-Americans accounting for 45% (Exhibits 4 and 5). In each of the last five years, women and minorities each have represented more than half of all new hires.

Favorable trends in minority hiring are reflected in the demographics of the State workforce by age. Approximately 44% of State workers under the age of 50 are African-American. African-Americans make up 44% of workers between 50-59, and 38% of workers age 60+ (Exhibit 6)¹.

Advancement Opportunities

In fiscal 2018, women and minorities generally received promotions or upward reclassifications at rates consistent with their share of the workforce. Women – who represent 56% of the workforce - accounted for 49% of all promotions and 60% of reclassifications. African-Americans – who represent 44% of the workforce – accounted for 39% of the promotions and 40% of the reclassifications (Exhibit 7).

Disciplinary Personnel Transactions

African-Americans were over-represented with respect to terminations (60%) in fiscal 2018. The percentage of suspensions for African-Americans has increased from 63% in 2017 to 65% in 2018. The percentage of African American disciplinary demotions decreased from 66% in fiscal 2017 to 45% in fiscal 2018 (Exhibit 8).

Disparities Remain

Although women and minorities are well represented in State government, significant disparities remain between the genders and races with respect to employment responsibilities and pay. Whites, for example, hold 68% of positions classified as Officials and Administrators and 51% of positions classified as Professionals. African-Americans in contrast hold 77% of the Service/Maintenance positions. With respect to special appointments, 65% are White and 26% are African-American.

Women are also under-represented in certain job categories. They are less likely than men to serve as Protective Service Workers (11% of sworn officers and 39% of non-sworn officers), but are far more likely than men to serve in Administrative Support positions (87%).

¹ The data includes SPMS, Historic St. Mary's, MD Food Center Authority, MD Stadium Authority and MD African American Museum Corp.

The disparities in job categories contribute to differences in the salaries paid to men and women and whites and minorities. Male employees were paid an average of \$5,916 more than female employees in fiscal 2018, while Whites were paid an average of \$9,858 more than African-Americans and only \$353 more than other minorities (Exhibit 9).

The salary gap between men and women of the same race however increased from 2013 to 2018 for Whites and African-Americans. Salaries of white men exceeded those of white women by \$5,597 in 2018, an increase over the \$4,563 gap in 2013. The gap between African-American males and females rose from \$1,389 in 2013 to \$2,143 in 2018. The average salary for women trailed men by 10% in 2013 and 2018 (Exhibit 10).

The greatest impediment to closing the salary gap for African-Americans is their disproportionate share of low paying jobs. African-Americans hold more than half of positions classified as Grade 14 or below. The grade with the largest number of African-American workers is Grade 13, which pays a maximum of \$57,808.

To address the disparity issues, the State has expanded its current relationships with Historically Black Colleges and Universities and professional organizations and its participation in job fairs that may be sources for African-American, Latino and other diversity recruitment. Launching of the new recruitment module of the Automated Statewide Personnel System has enhanced the ability of applicants to search for employment opportunities in the State. The State continues to use the Internet, Facebook, and Twitter to share job announcements. In addition, partnerships and alliances have been expanded with minority and disability professional organizations to engage their membership, increase networking opportunities and inform them about employment opportunities in State government. The State has also added a diversity statement to the State job application to affirm its commitment to equal employment opportunity and encourage diverse group members to apply for State positions.

To build on its continuing commitment to becoming a Model Employer of People with Disabilities, State government has taken a leading role in facilitating and advancing opportunities for Marylanders with disabilities to be employed by: appointing a Statewide Coordinator for Employment of People with Disabilities; expanding the Quest Internship Program for individuals with disabilities to include placing the names of individuals who complete the program on DBM's Special Options Eligible List to be considered for permanent positions within State government; collaborating and partnering with other States to identify best practices for employment of people with disabilities; and effective October 1, 2016, awarding job applicants with disabilities (as defined by the Americans with Disabilities Act) a five-point preference credit on selection test.

As part of our proactive efforts, the State continues to update and expand its online learning management system, The HUB, which provides State employees the ability to browse and register for training on various professional development courses. Courses available on The Hub include training presentations on EEO, harassment and disability awareness in the workplace. In addition, the State continues to publish policies covering sexual harassment prevention, reasonable accommodations, and non-discrimination in various formats, including print and web-based. The State continues to train managers and supervisors to recognize and avoid unequal treatment of protected group members and to enhance their skills in maintaining equal employment consideration in decisions regarding hiring, promotions, work assignments, employee development, training, evaluations, counseling, and discipline. The State's desire is to maintain a work

environment that attracts, engages, and retains a proficient and diverse workforce that can excel and meet the dynamic challenges of State government service.

Other Data

Other data included in the report focus on the State's success in meeting requests for reasonable accommodations for workers with disabilities, trends in discrimination complaints, and employment at public higher education institutions. Notable findings include:

- 511 reasonable accommodation requests were received from State employees and applicants for State employment in fiscal 2018. 89% of the requests were granted.
- Complaints of discrimination increased slightly from 595 in fiscal 2017 to 600 in fiscal 2018.
- The majority of employees at the University System of Maryland (56%) and St. Mary's College of Maryland (82%) were white. Approximately 51% of faculty and research positions in the System were filled by whites. Females comprised 53.5% of the workforce; while males comprised 46.5% of the workforce.
- African-Americans composed the majority of workers at Morgan State University (73%) and Baltimore City Community College (72%). Women held 51% of the positions at Morgan State University and 60% of the positions at Baltimore City Community College.

Exhibit 1

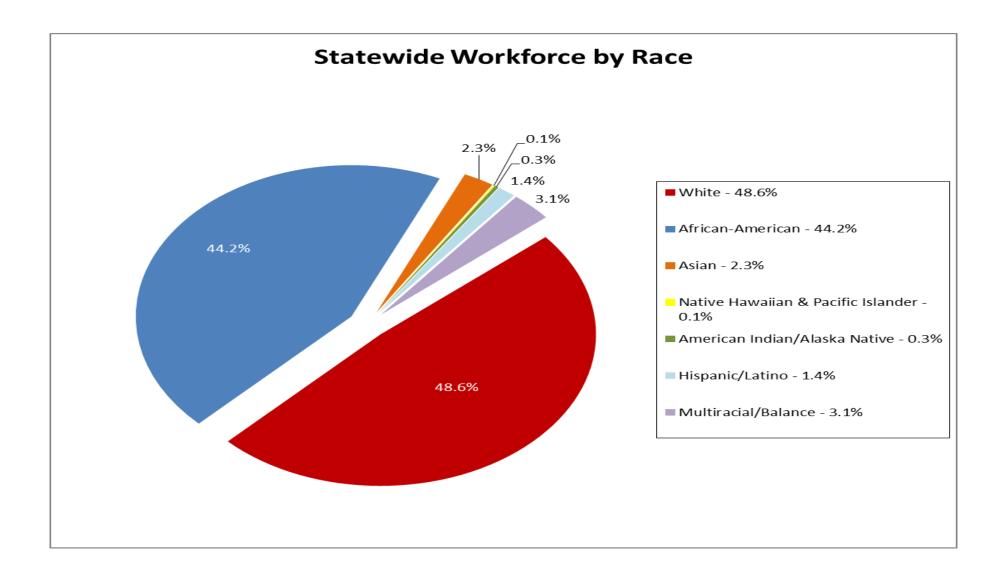


Exhibit 2

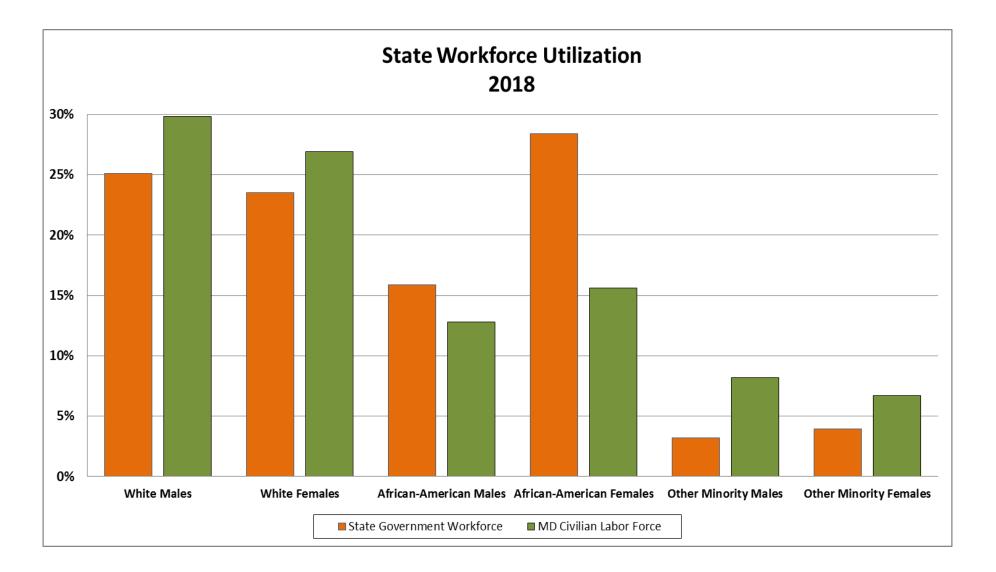


Exhibit 3

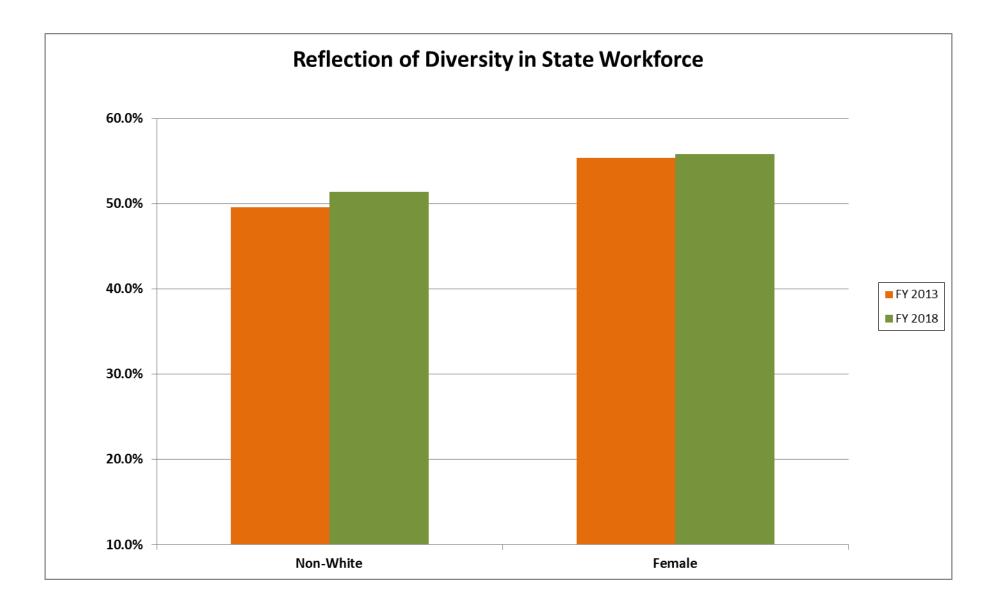
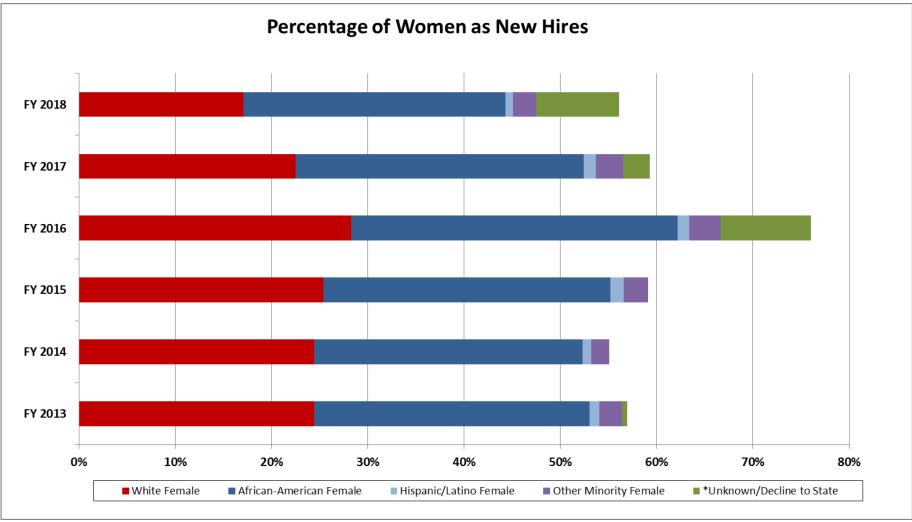


Exhibit 4



^{*} New Category

Exhibit 5

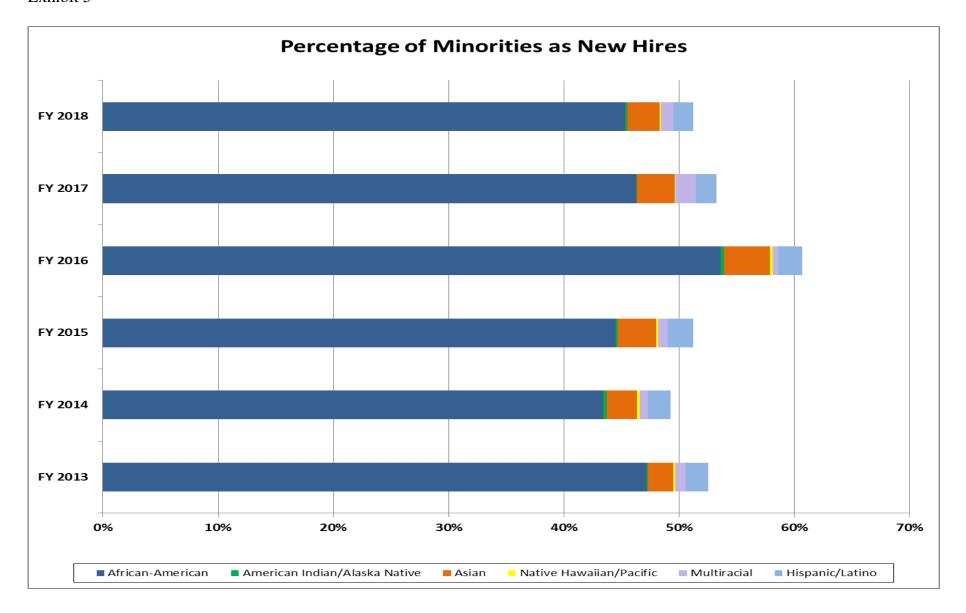
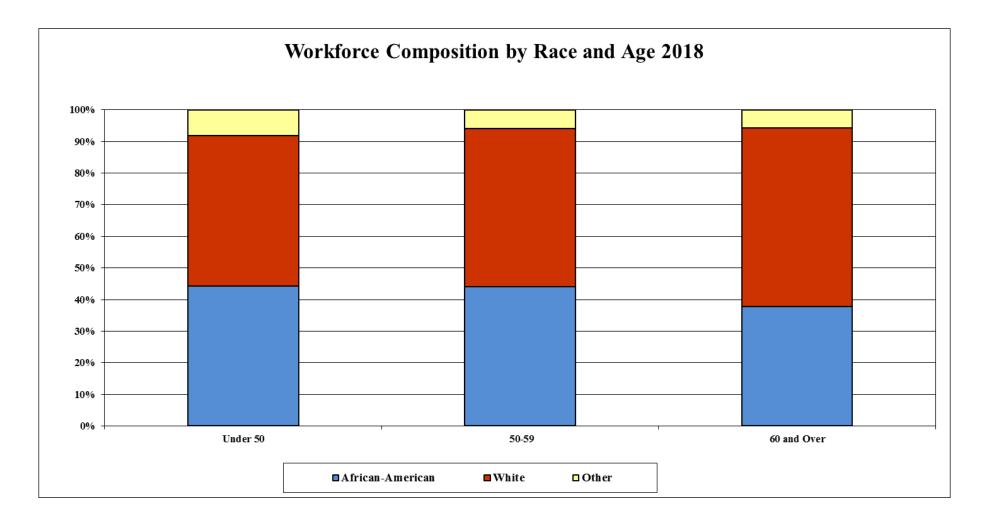


Exhibit 6



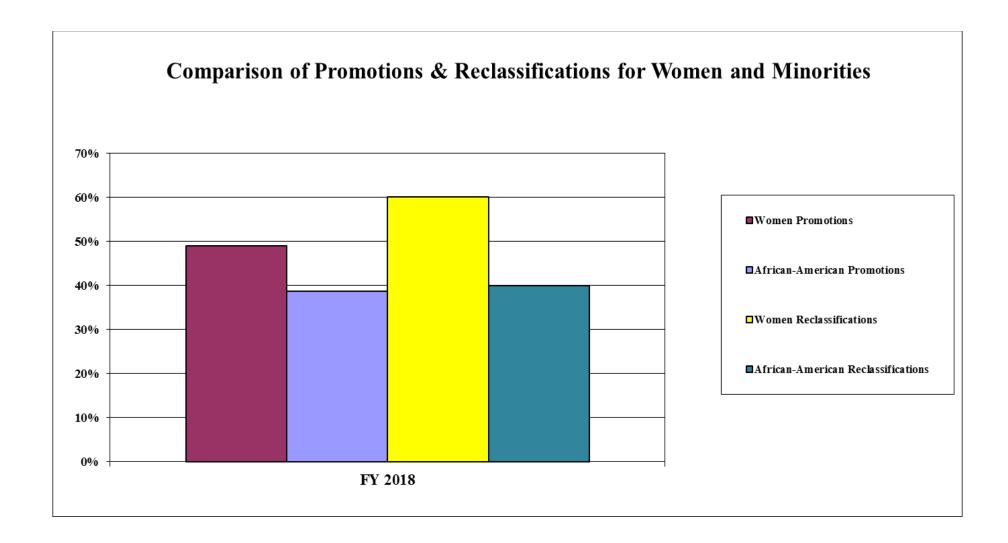


Exhibit 8

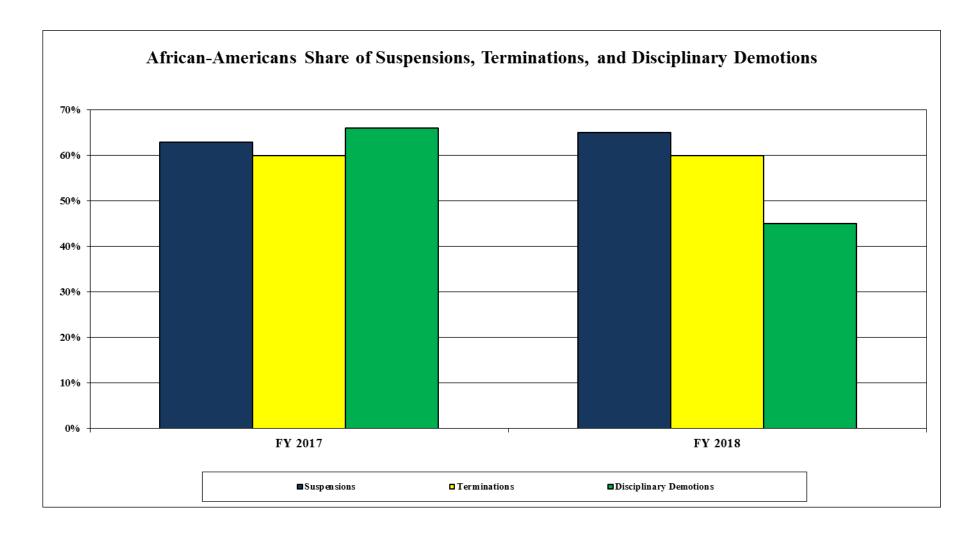


Exhibit 9

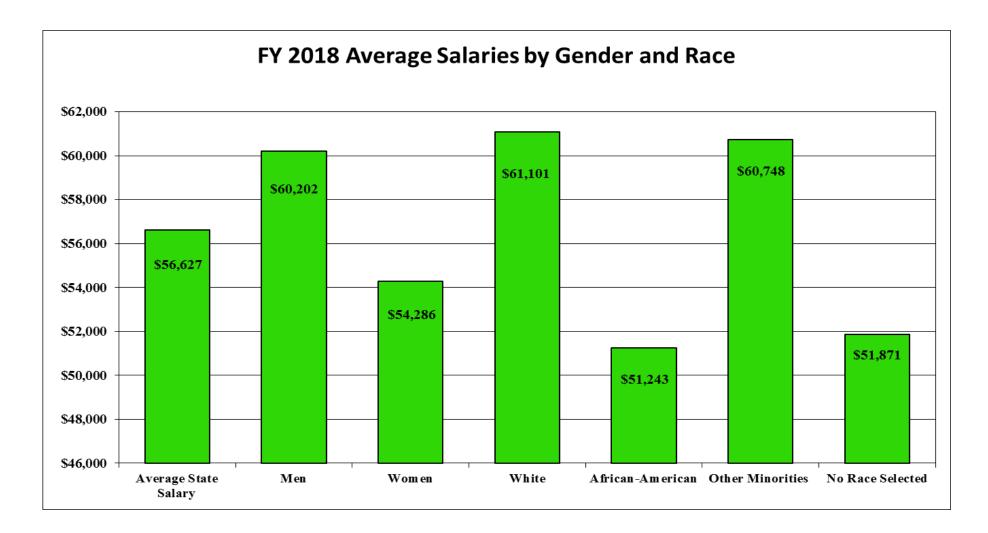
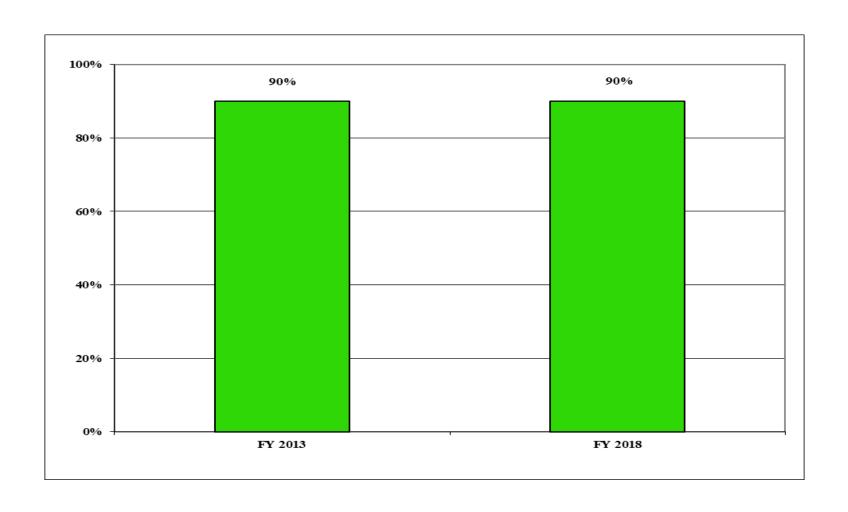


Exhibit 10

Average Salary for Women Trails Average Salary for Men



SECTION TWO INTRODUCTION

INTRODUCTION

POLICY STATEMENT

It is the policy of the State of Maryland to prohibit discrimination in any personnel action concerning any employee or applicant for employment on the basis of age, ancestry, color, creed, genetic information, gender identity and expression, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation. The State of Maryland is committed to providing a work environment free from discrimination and protecting all State employees from discrimination. The Equal Employment Opportunity Program ensures that State government maintains a qualified diverse workforce and investigates and resolves allegations of discrimination and unlawful hiring practices in the work place.

Recognizing that the State's workforce should reflect the diversity of the population it serves, the State's Executive Branch and independent agencies consistently strive to attract and select highly qualified individuals from the most diverse group possible. The State recognizes and honors the value and dignity of every employee and is committed to providing a work environment that complies with applicable federal and State laws and guidelines, and is free of discrimination, harassment and retaliation.

The State of Maryland's Equal Employment Opportunity Policy is administered in accordance with the following principles:

- Discrimination by State managers, supervisors and employees will not be tolerated. The
 recruitment, selection, appointment, compensation, assignment, promotion, transfer,
 discipline, and discharge of State employees shall be made without regard to age, ancestry,
 color, creed, genetic information, gender identity and expression, marital status, mental or
 physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual
 orientation.
- Harassment of employees for any reason prohibited by law, including sexual harassment, is employment discrimination, and **will not be tolerated**.
- Cabinet officials, department heads, and heads of independent agencies in State government
 are expected to take appropriate measures to ensure that their agencies adhere to the State's
 policy regarding unfair employment practices.
- Agency directors shall ensure that their designated Fair Practices Officers are known to all
 employees in their respective agencies, and that these officers have the support and
 responsibilities consistent with relevant provisions of State law and the Executive Order –
 Code of Fair Employment Practices.

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- Employees are encouraged to resolve complaints of discrimination at the lowest possible level by contacting their Equal Employment Opportunity or Americans with Disabilities Act Officers. Investigations of complaints of discrimination or harassment will be conducted promptly and thoroughly, and appropriate disciplinary action will be taken against any employee violating State EEO policies.
- Employees will not be subjected to any form of retaliation for filing a complaint of discrimination or harassment, participating in an investigation of a complaint of discrimination or harassment, or for objecting to a discriminatory or other illegal or inappropriate action or practice.
- The Secretary of the Department of Budget and Management is responsible for the oversight of the State of Maryland's EEO Policy. The Statewide EEO Coordinator is responsible for ensuring statewide compliance with the State's EEO policies and practices and administering the State's EEO Program.

THE OFFICE OF THE STATEWIDE EQUAL EMPLOYMENT OPPORTUNITY COORDINATOR

In accordance with Title 5, Subtitles 2 and 3 of the State Personnel and Pensions Article, the Statewide Equal Employment Opportunity Coordinator administers and enforces the State's EEO Program. The Coordinator performs under the direction and supervision of the Deputy Secretary of the Department of Budget and Management. The Coordinator is responsible for implementing the State's EEO laws, policies and procedures and serves as the State's point of contact regarding EEO related concerns. The Coordinator's office also conducts investigations of discrimination, unfair employment practices, and whistleblower complaints.

In addition to administering and enforcing the State's EEO program, the Office coordinates the activities of the agency Fair Practices Officers, EEO Officers, and the Americans with Disabilities Act (ADA) Officers in accordance with the Executive Order Code of Fair Employment Practices.

The OSEEOC is responsible for the following specific tasks:

- Monitoring and evaluating activities, policies and practices of Maryland State government to
 ensure they are in compliance with State and federal employment provisions and the
 Executive Order on Fair Employment Practices;
- Reviewing and investigating appeals of decisions in EEO complaints filed against Executive Branch agencies, including agencies with independent personnel systems and the University System of Maryland, and, as designee of the Secretary, for investigating whistleblower complaints filed against such agencies, with the exception of those filed against the Department of Budget and Management;
- Making certain that State employees understand the State's EEO policies and their rights and responsibilities;
- Coordinating and implementing training on such topics as ADA, Sexual Harassment, Diversity and EEO laws;
- Monitoring discrimination complaints against State agencies filed with the U.S. Equal Employment Opportunity Commission, the Maryland Commission on Civil Rights and other external enforcement agencies;

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- Conducting Agency Audit Compliance Reviews;
- Assisting agency Fair Practices, Equal Employment Opportunity and Americans with Disabilities Act Officers with enforcement efforts;
- Partnering with the Maryland Department of Disabilities to provide ongoing education and assistance to the ADA Officers;
- Providing consultation and technical assistance to agency Fair Practices, EEO, and ADA officers, as well as other agency officials;
- Preparing the Annual Report on the State's EEO Program;
- Preparing and distributing reports in compliance with other State and federal requirements.

SECTION THREE

STATEWIDE

WORKFORCE

STATISTICS

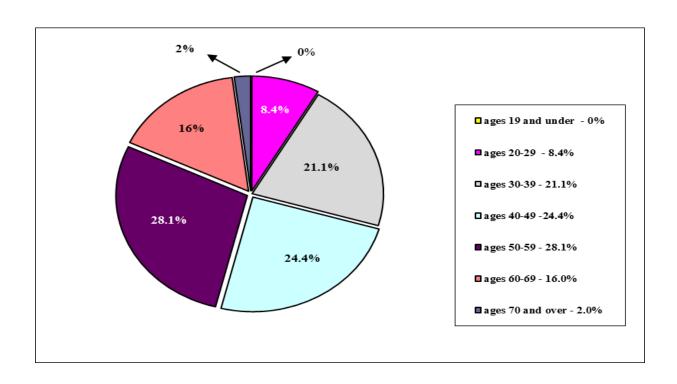
SECTION 3: STATEWIDE WORKFORCE STATISTICS

The Fiscal Year 2018 Annual EEO Report contains data on the total number of State employees in the Executive Branch of State government.

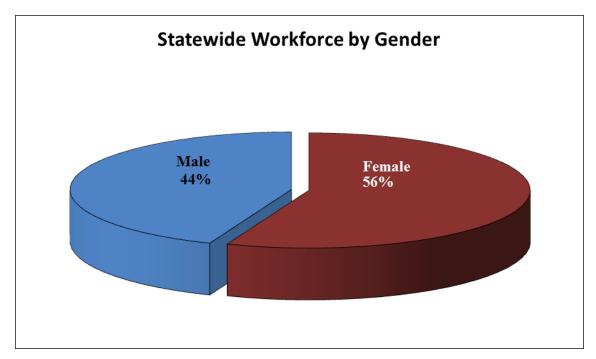
Highlights of the demographic information presented in the following charts include:

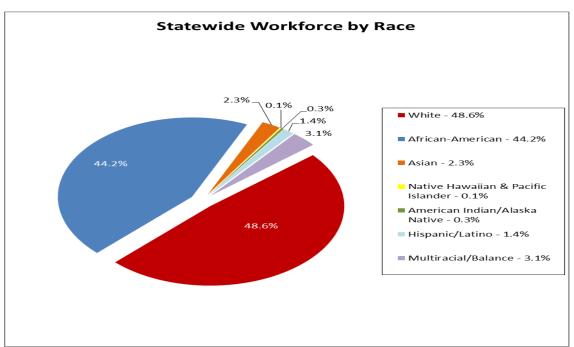
- Maryland has a racially diverse workforce with African-Americans holding 44% of State positions and workers identifying themselves as belonging to other minority groups holding 7% of positions.
- Females represented 56% of the State's workforce in fiscal 2018 and 55% in 2013.
- Over 70% of the State's workforce in fiscal 2018 was age 40 or older.

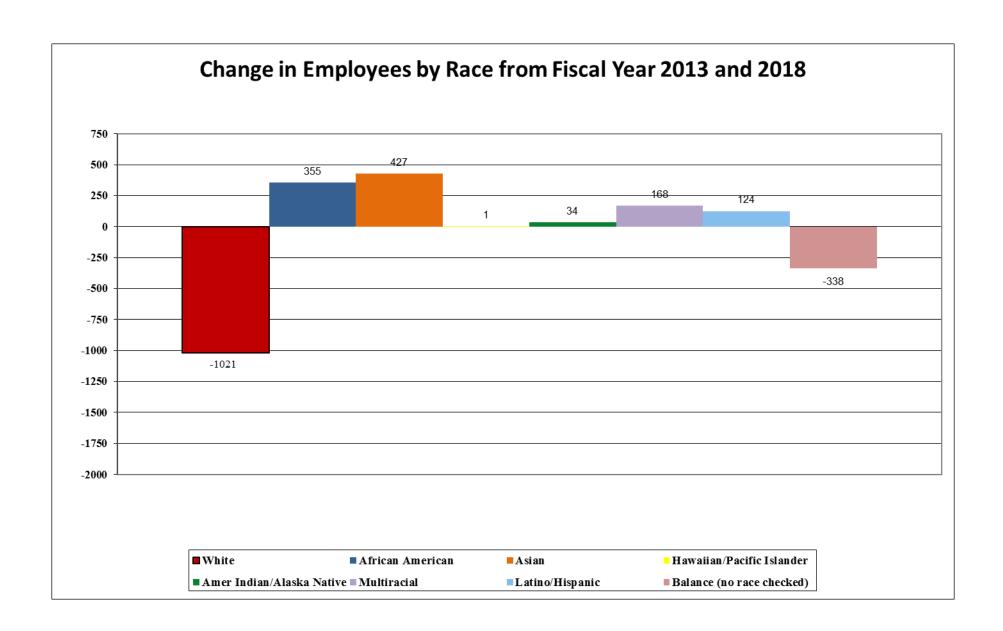
Statewide Workforce by Age



SECTION 3 - SUMMARY HIGHLIGHTS







TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2018

										Race								Eth	nicity
EEO Job Category		TOTAL		White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	5,230	2,575	2,655	1889	1663	464	757	13	10	87		2	2	74	62	13		33	33
		49%	51%	36%	32%	9%	14%	0.25%	0.19%	1.66%	1.85%	0.04%	0.04%	1.41%	1.19%	0.25%	0.59%	0.63%	0.63%
Professionals	21,291	6,965	14,326	4025	6720	2211	6483	24	33	318		11	15	189	326	75		112	181
		33%	67%	19%	32%	10%	30%	0.11%	0.15%	1.49%	1.78%	0.05%	0.07%	0.89%	1.53%	0.35%	0.89%	0.53%	0.85%
Technicians	2,704	1,787	917	1285	464	398	399	7	3	32		1	0	23	19	11	9	30	16
		66%	34%	48%	17%	15%	15%	0.26%	0.11%	1.18%	0.26%	0%	0.00%	0.85%	0.70%	0.41%	0.33%	1.11%	0.59%
Protective Service Workers: Sworn	1,991	1,779	212	1275	104	398	97	6	0	25	0	3	0	28	4	6	4	38	3
		89%	11%	64%	5%	20%	5%	0.30%	0%	1.26%	0.00%	0.15%	0%	1.41%	0.20%	0.30%	0.20%	1.91%	0.15%
Protective Service Workers: Non-Sworn	8,374	5,076	3,298	2554	552 7%	2330	2636 31%	7 0.08%	0.07%	46 0.55%	10	0.02%	0.01%	0.76%	49 0.59%	0.56%	22 0.26%	26	22 0.26%
		2272							310171	0.007	011270	0.0270	313213	******			0.2071		
Administrative Support	7,104	940	6,164	351	2438	485	3314	2	14	46		2	7	22	107	7	Ŭ.	25	
		13%	87%	5%	34%	7%	47%	0.03%	0.20%	0.65%	1.34%	0.03%	0.10%	0.31%	1.51%	0.10%	0.94%	0.35%	1.72%
Skilled Craft Workers	1,868	1,816	52	1193 64%	27 1%	542 29%	21	7 0.37%	0%	25 1.34%	1 0%	0.11%	0%	14 0.75%	0%	0.59%	0	22 1.18%	0.16%
Service/Maintenance	2,864	1,786 62%	1,078 38%	349 12%	126		879	3 0.10%	4 0.14%	13		4 0.14%	3	59	44	10	3 0.10%	22	11
TOTAL	51,426	22,724 44%	28,702 56%	12,921 25.1%	12,094 23.5%	8,154	14,586 28.4%	69 0.13%	70 0.14%	592 1.15%	596	27 0.05%	28 0.05%	473 0.92%	611 1.19%	180 0.35%	326 0.63%	308 0.60%	391 0.76%

NOTE: The data include State Personnel Management Systems (SPMS) and Maryland Department of Transportation (MDOT) full-time and part-time employees; contractuals are not included.

FULL-TIME AND PART-TIME EMPLOYEES PERCENTAGE CHANGE — FY 2013 & FY 2018

				VIL AINI	JIAKI-	·IIIVIL	EWII LO	TEES	TERCE	NIAG	E CHAN	GE —	FY 2013	<u> </u>	2016				Ethni	city		
EEO Jo	b Categ	ory		TOTAL		Whi	White African-American			American I Alaska N		Asian		Native Hawa Other Pacific		Balance (no		Multir	acial	Hispanic or I		
			Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		Female	Male	Female	
ls and trators	2018	TOTAL	5,230	2,575 49.2%	2,655 50.8%	1,889 36.1%	1,663 31.8%	464 8.87%	757 14.5%	0.25%	0.19%	87 1.66%	97 1.85%	0.04%	0.04%	74 1.41%	62 1.19%	0.25%	31 0.59%	0.63%	0.63%	
Officials and Administrators	2013	TOTAL	4,557	2,297	2,260	1,740	1,487	375	615	4	5	43	32	5	3	102	75	12	15	16	28	
				50.4%	49.6%	38.2%	32.6%	8.23%	13.50%	0.09%	0.11%	0.94%	0.70%	0.11%	0.07%	2.24%	1.65%	0.26%	0.33%	0.35%	0.61%	
Professionals 상, 성,	2018	TOTAL	21,291	6,965 32.7%	14,326 67.3%	4,025 18.9%	6,720 31.6%	2,211 10.38%	6,483 30.4%	24 0.11%	33 0.15%	318 1.49%	378 1.78%	11 0.05%	15 0.07%	189 0.89%	326 1.53%	75 0.35%	190 0.89%	112 0.53%	181 0.85%	
Profes	2013	TOTAL	20,823	6,916 33.2%	13,907 66.8%	4,221	6,876 33.0%	2,068 9.93%	6,096 29.3%	17 0.08%	26 0.12%	226 1.09%	234 1.12%	7 0.03%	12 0.06%	248 1.19%	381 1.83%	43 0.21%	107 0.51%	86 0.41%	175 0.84%	
icians	2018	TOTAL	2,704	1,787 66.1%	917 33.9%	1,285 47.5%	464 17.2%	398 14.72%	399 14.8%	7	3 0.11%	32 1.18%	7 0.26%	1	- 0.00%	23 0.85%	19 0.70%	11 0.41%	9 0.33%	30 1.11%	16 0.59%	
Technicians	2013	TOTAL	3,147	1,564 49.7%	1,583 50.3%	1,058	754 24.0%	407	757 24.1%	6	2 0.06%	30	3 0.10%	- 0.00%	1 0.03%	29	30	15 0.48%	13	19	23	
Protective Service Workers: Sworn	2018	TOTAL	1,991	1,779	212	1,275	104	398	97	6	- 0%	25	- 0.00%	3 0.15%	- 0%	28	4 0.20%	6	4 0.20%	38	3	
rotectiv Service Vorkers Sworn	~			2,093	242	1,563	5.2% 119	429	112	5	U70	1.26%	1	1	076	43	7	2	1	1.91%	0.15%	
P S N	2013	TOTAL	2,335	89.6%	10.4%	66.9%	5.1%	18.37%	4.8%	0.21%	0%	0.73%	0%	0.04%	0%	1.84%	0.30%	0.09%	0.04%	1.41%	0.09%	
ive ce Non-	2018	TOTAL	8,374	5,076	3,298	2,554	552	2,330	2,636	7	6	46	10	2	1	64	49	47	22	26	22	
Protective Service Workers: Non- Sworn	2013	TOTAL	9,454	5,742	39.4%	30.5% 2,916	6.6%	27.82%	31.5% 2,956	6	0.07%	34	9	0.02%	0.01%	0.76% 166	0.59% 107	0.56%	0.26%	0.31%	0.26%	
				60.7%	39.3%	30.8%	6.4%	27.15%	31.27%	0.06%	0.02%	0.36%	0.10%	0.02%	0.02%	1.76%	1.13%	0.29%	0.19%	0.25%	0.16%	
itrative	2018	TOTAL	7,104	940	6,164	351	2,438	485	3,314	2	14	46	95	2	7	22	107	7	67	25	122	
Administrative Support	2013	TOTAL	6,305	697	5,608	292	34.3% 2,427	6.83%	2,844	0.03%	0.20%	30	1.34%	0.03%	0.10%	9	1.51%	7	0.94% 52	9	82	
				11.1%	88.9%	4.6%	38.5%	5.50%	45.1%	0.02%	0.27%	0.48%	0.92%	0.03%	0.08%	0.14%	1.95%	0.11%	0.82%	0.14%	1.30%	
Craft	2018	TOTAL	1,868	1,816 97.2%	52 2.8%	1,193 63.9%	27 1.4%	542 29.01%	21 1.1%	7 0.37%	- 0%	25 1.34%	1 0%	2 0.11%	- 0.0%	14 0.75%	- 0.00%	11 0.59%	- 0.00%	22 1.18%	3 0.16%	
Skilled Craft Workers	2013	TOTAL	1,942	1,884 97.0%	58 3.0%	1,266 65.2%	35 1.8%	536 27.60%	21	9 0.46%	- 0%	16	- 0%	4 0.21%	- 0.0%	18	- 0.00%	10 0.51%	- 0.00%	25	2	
ce	2018	TOTAL	2,864	1,786	1,078	349	126	1,326	879	3	4	13	8	4	3	59	44	10	3	22	11	
Service Maintenance	2013	TOTAL	3,113	1,881	1,232	12.2% 454	225	1,323	932	0.10%	0.14%	16	0.28%	0.14% 5	0.10%	2.06% 45	39	0.35%	0.10%	0.77%	0.38%	
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		-01.11			60.4%	39.6%	14.6%	7.2%	42.50%	29.9%	0.10%	0.06%	0.51%	0.39%	0.16%	0.16%	1.45%	1.25%	0.45%	0.06%	0.67%	0.48%

STATEWIDE WORKFORCE BY AGE

										Rac	e							Ethnicity	
AGE		TOTAL		White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispa Latino (r race ch	no other
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
19 or under	46	69.6%	14 30.4%	32.6%	4 8.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	17 37.0%	10	0.0%	0.0%	0.0%	0.0%
20-29	3,450	1,551 45.0%	1,899 55.0%	973	780 22.6%	395 11.4%	872 25.3%	5 0.1%	0.1%	36	29	3 0.1%	3 0.1%	91	136	17	33	31	42
30-39	8,709	3,590 41.2%	5,119 58.8%	2,201 25.3%	1,976	1,108	2,709	5	0.1%	81	111	0.1%	0.1%	93	143	40		58	
40-49	10,098	3,937	6,161	2,227	2,418	1,443	3,295	9	15	104	154	4	7		116	30		64	91
50-59	11,591	39.0% 4,341	7,250	2,494	3,306	1,575	3,544	17	22	1.0%		0.0%	7	77	97	33	72	42	74
60-69	6,591	2,686 40.8%	3,905 59.2%	1,658 25.2%	28.5% 2,017 30.6%	13.6% 866 13.1%	1,706 25.9%	0.1% 9 0.1%	0.2%	0.9% 79	1.1%	0.0%	0.1%	0.7% 45	0.8%	0.3%	0.6% 25 0.4%	0.4%	0.6% 35 0.5%
70 and over	825	40.8% 428 51.9%	39.2% 397 48.1%	293	225	91	138		0.1%	21	18	2 0.2%			11	0.2%		7	2 0.2%
TOTAL	41,310	16,565 40%	24,745 60%	9,861 23.9%	10,726 26.0%	5,478 13.3%	12,264 29.7%	49 0.12%	57 0.14%	423 1.02%	505 1.22%	16 0.04%	25 0.06%	389 0.94%	558 1.35%	130 0.31%	280 0.68%	219 0.53%	330 0.80%

NOTE: The data include SPMS and Independent agencies, excluding MDOT, Morgan State Univ., Towson University, Frostburg State University, Salisbury University, Maryland Automobile Insurance Fund, Baltimore City Sheriff's Office and Maryland Environmental Services. Contractuals are not included.

STATEWIDE WORKFORCE BY SERVICE TYPE

										Race	<u> </u>							Ethr	nicity
Service Type		TOTAL	White		African- American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Executive	1,219	721	498	523	310	135	140	0	3	23				24	10		8	9	8
		59%	41%	43%	25%	11%	11%	0%	0.25%	1.9%	1.6%	0%	0%	1.97%	0.82%	0.41%	0.66%	0.74%	0.66%
Independent	25	18	7 0%	9	7 0%	8 0%	0%	0.00%	0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Management	2,225	1,085	1,140	757	629	216	401	9	2	50	48	1	2	33	30	7	15	12	13
		49%	51%	34%	28%	10%	18%	0.40%	0%	2.25%	2.16%	0.04%	0.09%	1.48%	1.35%	0.31%	0.67%	0.54%	0.58%
Professional	4,188	816	3,372 81%	535 13%	2104 50%	195	1018	0.10%	0.10%	32 0.76%	77 1.84%	0.05%	0.05%	0.79%	95 2.27%	5 0.12%	36 0.86%	0.24%	36 0.86%
Skilled Service	30,348	12,832	17,516	7244	6306	4755	10068	31	48	283	295	13	17	240	348	108	198	158	236
	·	42%	58%	24%	21%	16%	33%	0.10%	0.16%	0.93%	0.97%	0.04%	0.06%	0.79%	2.71%	0.36%	0.65%	0.52%	0.78%
Special Appointment	3,953	1,543	2,410	1106	1443 37%	273	733	0.13%	0.08%	1.21%	77 1.95%	0	0.10%	67 1,69%	2.02%	0.28%	29 0.73%	0.83%	1.04%
Designated		161	237	124	179	25	43	0.13%	0.08%	1.21%				1.69%	2.02%	0.28%	0./3%	0.83%	1.04%
Political Appointment	398	40%	60%	31%	45%	6%	11%	0%	0.00%	1.26%	2.01%	0%	0%	1.26%	1.01%	0%	0.25%	1%	0.50%
MDOT	3	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commission		100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Permanent MTA Union	2,587	1644	943	277	14	1297	913	3	1	7	0		3	38	10	8	1	10	1
WITA CIIIOII		64%	36%	11%	1%	50%	35%	0.12%	0.04%	0.27%	0%	0.15%	0.12%	1.47%	0.39%	0.31%	0.04%	0.39%	0%
Uniform Police	-	-	- 0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	00/
Transportation	6,480	3,901	2,579	2343	1102	1250	1270	17	9	144			0%	33	34	36		73	0% 54
Service	0,.30	60%	40%	36%	17 %	19%	20%	0.26%	0.14%	2.22%	1.11%	0.08%	0%	0.51%	0.52%	0.56%	0.59%	1.13%	0.83%
TOTAL	51,426	22,724 44%	28,702 56%	12,921 25.1%	12,094 23.5%	8,154	14,586 28.4%	69 0.13%	70 0.14%	592 1.15%	596	27 0.05%	28 0.05%	473 0.92%	611 1.19%	180 0.35%	326 0.63%	308 0.60%	391 0.76%

NOTE: The data include SPMS and MDOT full-time and part-time employees; contractuals are not included.

SECTION FOUR

WORKFORCE UTILIZATION

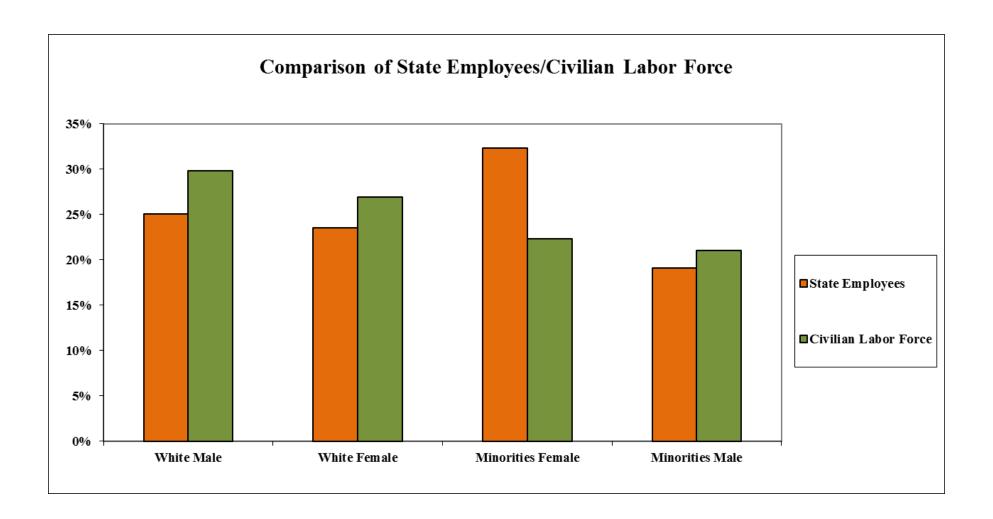
SECTION 4: WORKFORCE UTILIZATION

Section four provides a narrative and statistical comparison of the State's workforce with the Civilian Labor Force (CLF) in the eight EEO job categories.

SUMMARY HIGHLIGHTS

Trends displayed in the following charts are highlighted as follows:

- White males and females and Minority males represent a higher proportion of the CLF than State government's workforce, while Minority females represent a higher proportion of the State government's workforce than the CLF.
- Minorities hold 32% of the State positions classified as Officials and Administrators slightly lower than the CLF availability.
- African-Americans represent a higher proportion of the State's workforce than the CLF.
- African-American females in the State's workforce exceeded the CLF availability in the
 Officials and Administrators, Professionals, Non-sworn Protective Service Workers,
 Administrative Support and Service Maintenance categories. African-American males
 exceeded the CLF availability in the Professionals, Technicians, Non-sworn Protective
 Service Workers, Skilled Craft Workers and Service Maintenance categories.
- Males categorized as White represent a higher share of State government sworn Protective Service Workers than in the CLF.
- The largest representation of females in FY 2018 was in the Professional job category (14,318).



STATEWIDE WORKFORCE UTILIZATION ANALYSIS — FISCAL YEAR 2018

					WHITE				Al	FRICAN	-AMERICA	N			07	THER MIN	ORITIES			
EEO JOB CATEGO	RY	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	TOTAL PERMANENT POSITIONS
Officials and Administrators	#	1,889	39.9%		1,663	27.0%		464	9.5%		757	13.1%		222	5.7%		235	4.5%		5,230
	%	36.1%		-3.8%	31.80%		4.8%	8.9%		-0.6%	14.5%		1.4%	4.24%		-1.5%	4.49%		0%	
Professionals	#	4,025	30%		6,720	33.9%		2,211	8.2%		6,483	14.0%		729	7.3%		1,123	7.0%		21,291
	%	18.9%		-10.6%	31.6%		-2.3%	10.4%		2.2%	30.4%		16.4%	3.4%		-4%	5.3%		-1.7%	
Technicians	#	1,285	27%		464	28.3%		398	10.7%		399	20.5%		104	7.2%		54	6.7%		2,704
	%	47.5%		21%	17.2%		-11.1%	14.7%		4.0%	14.8%		-5.7%	3.8%		-3.35%	2.0%		-4.70%	
Protective Service Workers: Sworn	#	1,275	37.7%		104	7.9%		398	30.9%		97	17.6%		106	4.3%		11	1.5%		1,991
workers: Sworn	%	64.0%		26%	5.2%		-2.7%	20.0%		-10.9%	4.9%		-12.7%	5.3%		1%	0.6%		-1%	
Protective Service Workers: Non- Sworn	#	2,554	31.0%		552	28.5%		2,330	14.3%		2,636	17.8%		192	4.3%		110	4.1%		8,374
5110211	%	30.5%		-0.5%	7%		-21.9%	28%		13.5%	31%		14.5%	2.3%		-2.0%	1.3%		-2.79%	
Administrative Support	#	351	20.0%		2,438	36.4%		485	10.3%		3,314	21.7%		104	4.6%		412	7.2%		7,104
Биррог	%	4.9%		-15.1%	34.3%		-2.1%	6.8%		-3.5%	46.6%		24.9%	1.5%		-3.14%	5.8%		-1%	
Skilled Craft Workers	#	1,193	57.5%		27	2.6%		542	17.5%		21	1.6%		81	19.8%		4	1.0%		1,868
TOTALL	%	63.9%		6.4%	1.4%		-1.2%	29.0%		11.5%	1.1%		-0.5%	3.9%		-15.90%	0.2%		-0.8%	
Service- Maintenance	#	349	24.2%	40::	126	20.1%	45.55	1,326	18.5%		879	15.5%	4500	111	11.7%	7 05 11	73	10.0%		2,864
	%	12.2%		-12%	4.4%		-15.70%	46.3%		27.8%	30.7%		15.2%	3.9%		-7.82%	2.5%		-7.5%	
TOTALS	#	12,921 25.1%	29.8%	-4.7%	12,094 23.5%	26.9%	-3.4%	8,154 15.9%	12.8%	3.1%	14,586 28.4%	15.6%	12.8%	1,649 3.2%	8.2%	-4.99%	2,022 3.9%	6.7%	-2.8%	51,426

	W	hite		African-	American		Other M	inorities		TOTAL
AGENCY	Male	Female	TOTAL	Male	Female	TOTAL	Male	Female	TOTAL	Employees
Baltimore City Community College	63	20	83	69	99	168	7	6	13	264
Baltimore City Sheriff's Office	10	1	11	76	28	104	5	0	5	120
Canal Place	1	2	3	0	0	0	0	0	0	3
Commission on Civil Rights	2	4	6	6	17	23	1	1	2	31
Dept of Aging	3	12	15	2	15	17	0	0	0	32
Dept of Budget and Management	47	83	130	32	113	145	14	15	29	304
Dept of Commerce	54	78	132	7	31	38	5	9	14	184
Dept of General Services	181	61	242	136	128	264	26	10	36	542
Dept of Human Services	340	1,722	2,062	583	3031	3,614	84	244	328	6,004
Dept of Information Technology	78	40	118	34	30	64	13	10	23	205
Dept of Juvenile Services	314	289	603	457	792	1,249	29	64	93	1,945
Dept of Labor, Licensing and Regulation	384	328	712	189	471	660	103	127	230	1,602
Dept of Natural Resources	693	371	1,064	52	66	118	58	41	99	1,281
Dept of Public Safety and Correctional Services	2,717	955	3,672	2,055	2,826	4,881	207	165	372	8,925
Dept of Veteran's Affairs	32	17	49	22	8	30	2	1	3	82
Executive Department	66	113	179	12	32	44	19	17	36	259
Historic St Mary's City Commission	17	11	28	1	0	1	0	0	0	29

	W	hite		African-	American		Other M	inorities		TOTAL
AGENCY	Male	Female	TOTAL	Male	Female	TOTAL	Male	Female	TOTAL	Employees
Judiciary of Maryland	444	1,401	1,845	255	1032	1,287	82	245	327	3,459
MD Institute for Emer Medical Servs Systems	36	23	59	10	8	18	5	4	9	86
MD State Dept of Education	190	513	703	103	437	540	31	71	102	1,345
Maryland 529	4	5	9	0	8	8	0	2	2	19
Maryland African American Museum Corporation	1	1	2	10	17	27	0	0	0	29
Maryland Automobile Insurance Fund	60	79	139	10	32	42	5	10	15	196
Maryland Dept of Agriculture	143	124	267	17	32	49	9	12	21	337
Maryland Dept of Disabilities	4	17	21	0	4	4	0	0	0	25
Maryland Dept of Health	1,100	3,405	4,505	871	2,507	3,378	220	558	778	8,661
Maryland Dept of Housing and Community Development	67	79	146	51	99	150	14	16	30	326
Maryland Dept of Planning	44	52	96	4	12	16	4	5	9	121
Maryland Dept of the Environment	322	237	559	74	97	171	51	34	85	815
Maryland Dept of Transportation	3,060	1,368	4,428	2,675	2,322	4,997	424	267	691	10,116
Maryland Emergency Management Agency	23	19	42	1	3	4	5	2	7	53
Maryland Environmental Services	510	182	692	121	38	159	50	22	72	923
Maryland Food Center Authority	12	7	19	10	4	14	0	2	2	35
Maryland Health Benefit Exchange	6	15	21	5	14	19	9	11	20	60

	W	hite		African-	American		Other M	inorities		TOTAL
AGENCY	Male	Female	TOTAL	Male	Female	TOTAL	Male	Female	TOTAL	Employees
Maryland Higher Education Commission	9	14	23	6	14	20	5	3	8	51
Maryland Insurance Administration	59	57	116	27	66	93	18	19	37	246
Maryland Lottery & Gaming Control Agency	112	54	166	76	61	137	7	10	17	320
Maryland Public Television	65	44	109	7	12	19	4	5	9	137
Maryland School for the Deaf	83	191	274	20	16	36	8	15	23	333
Maryland Stadium Authority	45	14	59	18	16	34	5	5	10	103
Maryland State Library	3	7	10	2	9	11	0	3	3	24
Maryland State Police	1,469	324	1,793	207	124	331	87	25	112	2,236
Maryland State Retirement and Pension Systems	43	28	71	22	60	82	10	7	17	170
Maryland Supplemental Retirement Plans	2	4	6	0	5	5	0	1	1	12
Maryland Tax Court	5	1	6	0	1	1	0	0	0	7
Military Department Operations and Maintenance	100	27	127	56	34	90	22	5	27	244
Morgan State University	120	63	183	348	453	801	77	43	120	1,104
Office of Administrative Hearings	25	52	77	5	28	33	3	5	8	118
Office of the Attorney General	202	298	500	29	109	138	13	24	37	675
Office of the Comptroller	211	296	507	80	366	446	54	103	157	1,110
Office of the Governor	1	0	1	2	0	2	1	0	1	4

	Wh	nite		African-A	American		Other Mi	norities		TOTAL
AGENCY	Male	Female	TOTAL	Male	Female	TOTAL	Male	Female	TOTAL	Employees
Office of People's Counsel	7	6	13	0	4	4	0	1	1	18
Office of Public Defender	220	306	526	50	202	252	28	58	86	864
Office of State Prosecutor	4	4	8	0	2	2	0	1	1	11
Office of the Treasurer	8	26	34	4	10	14	2	2	4	52
Property Tax Assessment Appeals Board	62	26	88	12	9	21	1	1	2	111
Public School Construction Program	5	7	12	3	2	5	0	0	0	17
Public Service Commission	34	32	66	18	24	42	10	9	19	127
St. Mary's College of Maryland	114	122	236	23	22	45	13	16	29	310
SPMS/Agency Heads	32	7	39	1	1	2	4	2	6	47
(Gov, AG, Trea, Comp, Secretaries) State Archives	21	23	44	7	6	13	2	2	4	61
State Board of Elections	43	94	137	30	52	82	7	7	14	233
State Dept of Assessment and Taxation	100	158	258	42	179	221	21	19	40	519
Subsequent Injury Fund	2	7	9	0	2	2	0	0	0	11
Uninsured Employer's Fund	2	2	4	0	3	3	0	0	0	7
University of Maryland Systems	10,722	11,756	22,478	2,888	4,775	7,663	4,942	4,820	9,762	39,903
Worker's Compensation Commission	9	34	43	13	49	62	1	6	7	112
TOTAL-Maryland State Work Force	24,967 25.6%	25,718 26.3%	50,685 51.9%	11,946 12.2%	21,069 21.6%	33,015 33.8%	6,827 7.0%	7,188 7.4%	14,015 14.3%	97,715
TOTAL - Civilian Labor Force	925,065	835,205	1,760,270	398,565	483,405	881,970	254,445	211,240	465,685	3,107,925

NOTE: The data includes SPMS, Independent agencies, and educational institutions full-time and part-time employees; contractuals are not included.

SECTION FIVE

DISTRIBUTION OF
STATE EMPLOYEE
WORKFORCE BY SALARY
AND GRADE AND BY RACE
AND GENDER

SECTION 5: DISTRIBUTION OF STATE EMPLOYEE WORKFORCE BY SALARY AND GRADE AND BY RACE AND GENDER

INTRODUCTION

Section five presents the salary and grade of employees by race and gender. This section includes a comparison of salary and grade information for Fiscal Years 2013 through 2018.

SUMMARY HIGHLIGHTS

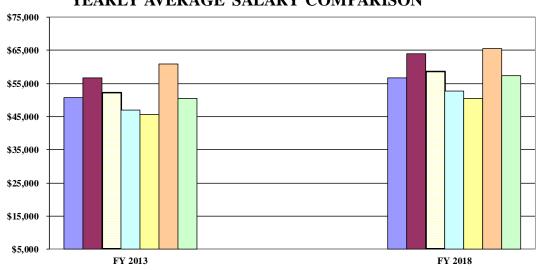
Trends displayed in the following charts include:

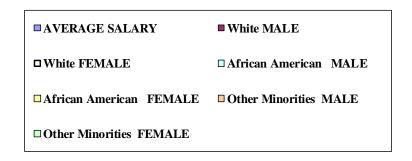
- Male employees were paid an average of \$5,916 more than female employees in fiscal 2018.
- The salary gap between men and women of the same race increased from 2013 to 2018 for Whites and African-Americans.
- The salary of white men exceeded the salary of white women by \$4,563 in 2013 and \$5,597 in 2018. The salary gap between African American males and females rose from \$1,389 in 2013 to \$2,143 in 2018.
- White employees were paid an average of \$60,101 in fiscal 2018 compared to \$51,243 for African-American employees, and \$60,748 for other minority employees.
- The salary differentials between men and women and Whites and African-Americans are related to differences in the types of positions held. Whites (79%) and men (61%) are far more likely than African-Americans (11%) and women (39%) to hold positions in the Executive Pay Plan with positions classified as Grade 24 and above. African-Americans, in contrast, hold a majority of the positions classified at Grade 14 or below. Females hold approximately 61% of positions classified at Grade 14 and below.

COMPARISON OF AVERAGE SALARIES BY RACE AND GENDER FOR FY 2013 AND FY 2018

YEAR	AVERAGE SALARY	Wh	ite	African A	merican	Other M	linorities
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
FY 2013	\$50,763	\$56,604	\$52,041	\$47,028	\$45,639	\$60,943	\$50,390
FY 2018	\$56,627	\$64,001	\$58,404	\$52,728	\$50,585	\$65,528	\$57,368

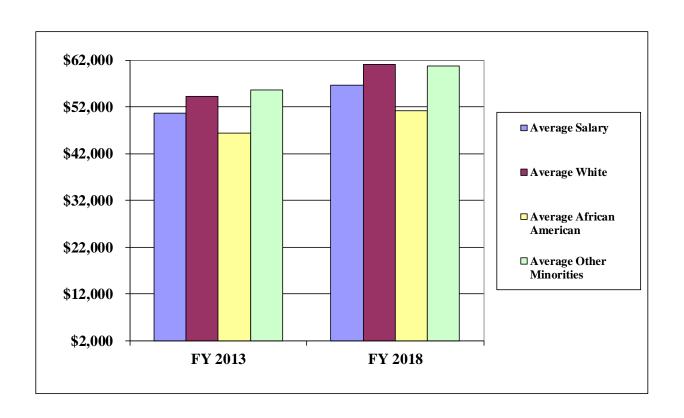
YEARLY AVERAGE SALARY COMPARISON





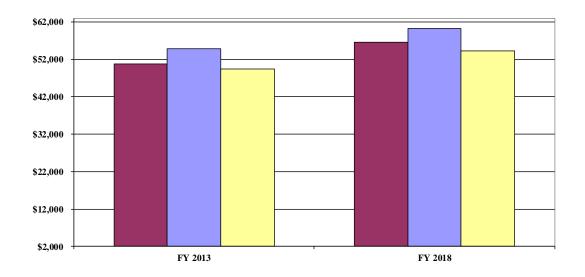
COMPARISON OF AVERAGE SALARIES BY RACE FOR FY 2013 AND FY 2018

	Average			
Year	Salary	White	African American	Other Minorities
FY 2013	\$50,763	\$54,322	\$46,333	\$55,667
FY 2018	\$56,627	\$61,101	\$51,243	\$60,748



COMPARISON OF AVERAGE SALARIES BY GENDER FOR FY 2013 AND FY 2018

	Average		
Year	Salary	Men	Women
FY 2013	\$50,763	\$54,858	\$49,356
FY 2018	\$56,627	\$60,202	\$54,286



■ Average Salary
■ Average Men
■ Average Women

WORKFORCE BY SALARY, RACE AND GENDER — FISCAL YEAR 2018

										Race				•	,			Eth	nicity
Salary		TOTAL		Wh	ite		ican- rican	Ame India Alaska	an &	As	ian	Nat Hawai Other l Islan	ian & Pacific		(no race ked)	Multi	racial	Latino	anic or (no other hecked)
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
\$10,000 or Less	402	241	161	156	65	42	62	0	1	2	1	0	0	29	29	2	2	10	1
2000		60%	40%	39%	16%	10%	15%	0%	0%	0%	0%	0%	0%	7%	7%	0%	0%	2%	0%
\$10,001 - \$20,000	135	47	88	16	42	28	38	0	0	1	2	0	0	2	5	0	0	0	1
\$20,000		35%	65%	12%	31%	21%	28%	0%	0%	1%	1%	0%	0%	1%	4%	0%	0%	0%	1%
\$20,001 -	1,761	572	1,189	241	400	257	655	1	5	25	30	0	2	25	64	8	10	15	23
\$30,000	ŕ	32%	68%	14%	23%	15%	37%	0.06%	0.3%	1.4%	1.7%	0.00%	0.11%	1.4%	3.6%	0.5%	0.6%	0.9%	1.3%
\$30,001 - \$40,000	7,315	2,437	4,878	1,131	1,809	1,070	2,648	7	12	62	68	5	4	99	172	19	52	44	113
\$40,000		33%	67%	15%	25%	15%	36%	0.1%	0.2%	0.8%	0.9%	0.07%	0.05%	1.4%	2.4%	0.3%	0.7%	0.6%	1.5%
\$40,001 - \$50,000	13,246	5,723	7,523	3,093	2,656	2,344	4,445	14	21	87	101	6	4	76	98	46	86	57	112
\$50,000		43%	57%	23%	20%	18%	34%	0.1%	0.2%	0.7%	0.8%	0.05%	0.03%	0.6%	0.7%	0.3%	0.6%	0.4%	0.8%
\$50,001 - \$60,000	9,202	3,580	5,622	2,115	2,520	1,223	2,772	9	11	95	98	1	8	55	92	34	73	48	48
\$60,000		39%	61%	23%	27%	13%	30%	0.10%	0.1%	1.0%	1.1%	0.01%	0.09%	0.6%	1.0%	0.4%	0.8%	0.5%	0.5%
\$60,001 and Over	16,780	8,481	8,299	5,891	4,589	1,893	3,053	35	19	313	296	11	7	151	141	63	102	124	92
Over		51%	49%	35%	27%	11%	18%	0.2%	0.11%	1.9%	1.8%	0.1%	0.04%	0.9%	0.8%	0.4%	0.6%	0.7%	0.5%
Hourly/	2,585	1,642	943	277	14	1,297	913	3	1	7	0	4	3	36	10	8	1	10	1
Daily	,	64%	36%	11%	1%	50%	35%	0.1%	0.0%	0.3%	0.0%	0.2%	0.1%	1.4%	0.4%	0.3%	0.0%	0.4%	0.04%
TOTAL	51,426	22,723	28,703	12,920	12,095	8,154	14,586	69	70	592	596	27	28	473	611	180	326	308	391
		44%	56%	25%	24%	16%	28%	0.13%	0.14%	1.15%	1.16%	0.05%	0.05%	0.92%	1.19%	0.35%	0.63%	0.60%	0.76%

NOTE: Data include SPMS and MDOT full-time and part-time employees; contractuals are not included.

WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2018

			,,,	KKFUI		01111		0212	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Race		10 011						Ethi	nicity
Grade		TOTAL		Wh	ite		ican- rican	India	rican an & Native	Asi	ian	Hawa Other	ative aiian & Pacific ander	Balance chec	•	Multi	racial	Latino	anic or (no other hecked)
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
	0.5.5	344	479	250	349	65	94	0	1	12	14	0	0	9	8	1	3	7	10
Flat/Slope	823	42%	58%	30%	42%	8%	11%	0%	0.1%	1%	1.7%	0.00%	0.00%	1.1%	1%	0.1%	0%	1%	1.2%
Grade 5 —		131	200	40	62	75	114	0	2	5	8	0	0	3	4	1	2	7	8
(\$22,707 - \$34,996)	331	40%	60%	12%	19%	23%	34%	0.00%	0.60%	1.51%	2.42%	0.00%	0.00%	0.91%	1.21%	0.30%	0.60%	2.11%	2.42%
Grade 6 —	424	270	161	120	66	129	72	1	0	1	4	1	0	9	14	3	1	6	4
(\$24,056- \$37,204)	431	63%	37%	28%	15%	30%	17%	0.23%	0.00%	0.23%	0.93%	0.23%	0.00%	2.09%	3.25%	0.70%	0.23%	1.39%	0.93%
Grade 7 —	(12	262	350	115	110	124	208	0	1	2	6	0	1	12	16	3	2	6	6
(\$25,502 - \$39,574)	612	43%	57%	19%	18%	20%	34%	0.00%	0.16%	0.33%	0.98%	0.00%	0.16%	1.96%	2.61%	0.49%	0.33%	0.98%	0.98%
Grade 8 —	1,835	497	1,338	185	371	262	860	2	4	26	25	0	0	7	42	6	13	9	23
(\$27,048 - \$42,102)	1,033	27%	73%	10%	20%	14%	47%	0.11%	0.22%	1.42%	1.36%	0.00%	0.00%	0.38%	2.29%	0.33%	0.71%	0.49%	1.25%
Grade 9 —	1.512	355	1,158	172	453	148	640	1	0	10	12	1	0	11	20	2	11	10	22
(\$28,702 - \$44,812)	1,513	23%	77%	11%	30%	10%	42%	0.07%	0.00%	0.66%	0.79%	0.07%	0.00%	0.73%	1.32%	0.1%	0.73%	0.66%	1.45%
Grade 10 —	2 (02	874	1,808	468	740	332	901	3	4	29	25	1	4	21	63	5	19	15	52
(\$30,472 - \$47,710)	2,682	33%	67%	17%	28%	12%	34%	0.11%	0.15%	1.08%	0.93%	0.04%	0.15%	0.78%	2.35%	0.19%	0.71%	0.56%	1.94%
Grade 11 —		733	2,341	336	786	332	1,426	3	4	19	27	2	2	29	34	3	27	9	35
(\$32,364 - \$50,818)	3,074	24%	76%	11%	26%	11%	46%	0.10%	0.13%	0.62%	0.88%	0.07%	0.07%	0.94%	1.11%	0.10%	0.88%	0.29%	1.14%
Grade 12 —	2.424	1,290	2,136	678	786	512	1,210	3	11	19	18	1	0	42	47	13	26	22	38
(\$34,390 - \$54,186)	3,426	38%	62%	20%	23%	15%	35%	0.09%	0.32%	0.55%	0.53%	0.03%	0.00%	1.23%	1.37%	0.38%	0.76%	0.64%	1.11%
Grade 13 —	(7 (0	3,571	3,197	1,925	939	1,519	2,134	5	7	37	28	2	3	34	30	27	26	22	30
(\$36,557 - \$57,808)	6,768	53%	47%	28%	14%	22%	32%	0.07%	0.10%	0.55%	0.41%	0.03%	0.04%	0.50%	0.44%	0.40%	0.38%	0.33%	0.44%
Grade 14 —		1,625	2,170	870	766	668	1,279	1	4	26	32	2	1	20	31	24	30	14	27
(\$38,880 - \$61,691)	3,795	43%	57%	23%	20%	18%	34%	0.03%	0.11%	0.69%	0.84%	0.05%	0.03%	0.53%	0.82%	0.63%	0.79%	0.37%	0.71%
Grade 15 —	2.050	997	1,982	619	918	305	937	7	4	26	39	1	2	17	42	10	19	12	21
(\$41,366 - \$62,656)	2,979	33%	67%	21%	31%	10%	31%	0.23%	0.13%	0.87%	1.31%	0.03%	0.07%	0.57%	1.41%	0.34%	0.64%	0.40%	0.70%

WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2018 (Continued)

					T GIGA	,				Race			2010	(,			Ethr	nicity
Grade		TOTAL		Wh	ite		ican- rican	Indi	rican an & Native	As	ian	Hawa Other	tive niian & Pacific nnder	Balance chec		Multi	racial	Latino	anic or (no other hecked)
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Grade 16 —	4.0.40	1,680	3,162	952	1,623	615	1,327	1	9	44	70	1	1	26	59	19	47	22	26
(\$41,896 - \$66,880)	4,842	35%	65%	20%	34%	13%	27%	0.02%	0.19%	0.91%	1.45%	0.02%	0.02%	0.54%	1.22%	0.39%	0.97%	0.45%	0.54%
Grade 17 —		1,269	1,965	732	985	442	835	5	2	49	61	2	6	20	26	9	32	10	18
(\$44,600 - \$71,399)	3,234	39%	61%	23%	30%	14%	26%	0.15%	0.06%	1.52%	1.89%	0.06%	0.19%	0.62%	0.80%	0.28%	0.99%	0.31%	0.56%
Grade 18 —		1,029	1,341	663	724	268	474	6	2	48	77	1	0	23	26	6	22	14	16
(\$47,495 - \$76,220)	2,370	43%	57%	28%	31%	11%	20%	0.25%	0.08%	2.03%	3.25%	0.04%	0.00%	0.97%	1.10%	0.25%	0.93%	0.59%	0.68%
Grade 19 —		828	886	545	510	198	296	3	3	58	40	0.04%	2	7	16	5	9	12	10
(\$50,631 - \$81,287)	1,714	48%	52%	32%	30%	12%	17%	0.18%	0.18%	3.38%	2.33%	0.00%	0.12%	0.41%	0.93%	0.29%	0.53%	0.70%	0.58%
Grade 20 —		643	579	431	355	131	170	5	0	40	23	0	2	17	15	8	7	11	7
(\$54,009 - \$86,718)	1,222	53%	47%	35%	29%	11%	14%	0.41%	0.00%	3.27%	1.88%	0.00%	0.16%	1.39%	1.23%	0.65%	0.57%	0.90%	0.57%
Grade 21 —	1 146	589	557	442	354	89	148	3	1	29	23	0	0	10	13	5	7	11	11
(\$57,626 - \$92,521)	1,146	51%	49%	39%	31%	8%	13%	0.26%	0.09%	2.53%	2.01%	0.00%	0.00%	0.87%	1.13%	0.44%	0.61%	0.96%	0.96%
Grade 22 —		569	596	441	405	87	152	0	0	23	19	0	1	8	5	4	6	6	8
(\$61,496 - \$98,745)	1,165	49%	51%	38%	35%	7%	1%	0.00%	5.00%	9.00%	1.63%	0.00%	0.09%	0.69%	0.43%	0.34%	0.52%	0.52%	0.69%
Grade 23 —		228	261	173	192	32	45	0	2	9	11	1	0	8	9	1	2	4	0
(\$65,636 - \$105,395)	489	47%	53%	35%	39%	7%	9%	0.00%	0.41%	1.84%	2.25%	0.20%	0.00%	1.64%	1.84%	0.20%	0.41%	0.82%	0.00%
Grade 24 —		250	247	179	173	42	58	0	1	8	9	1	0	12	6	2	0	6	0
(\$70,066 - \$112,503)	497	50%	50%	36%	35%	8%	12%	0.00%	0.20%	1.61%	1.81%	0.20%	0.00%	2.41%	1.21%	0.40%	0.00%	1.21%	0.00%
Grade 25 —		94	74	74	52	15	14	0	0	1	3	0	0	3	2	0	1	1	2
(\$74,808 - \$120,107)	168	56%	44%	44%	31%	9%	8%	0.00%	0.00%	0.60%	1.79%	0.00%	0.00%	1.79%	1.19%	0.00%	0.60%	0.60%	1.19%
Grade 26 —		89	50	66	41	8	8	2	0	11	1	0	0	2	0	0	0	0	0
(\$79,798 - \$128,258)	139	64%	36%	47%	29%	6%	6%	1.44%	0.00%	7.91%	0.72%	0.00%	0.00%	1.44%	0.00%	0.00%	0.00%	0.00%	0.00%
Hourly/		1,869	1,101	424	78	1,338	973	3	2	9	1	4	3	61	40	10	2	20	2
Daily	2,970	63%	37%	14%	3%	45%	33%	0.10%	0.07%	0.30%	0.03%	0.13%	0.10%	2.05%	1.35%	0.34%	0.07%	0.67%	0.07%
) (D)	2.201	2,638	563	2,021	256	418	211	15	6	51	20	6	0	62	43	13	12	52	15
MRT*	3,201	82%	18%	63%	8%	13%	7%	0.47%	0.19%	1.59%	0.62%	0.19%	0.00%	1.94%	1.34%	0.41%	0.37%	1.62%	0.47%
TOTAL	51,426	22,724	28,702	12,921	12,094	8,154	14,586	69	70	592	596	27	28	473	611	180	326	308	391
	t Rate Table) –	44%	56% State Police	25%	24% s Emergen	16% cv Police	28% DNR Pol	0.13%	0.14%	1.15% Plan ar	1.16% d MDOT	0.05%	0.05%	0.92%	1.19% es are not	0.35%	0.63%	0.60%	0.76%

^{*}MRT (Merit Rate Table) — Includes State Police, Physicians, Emergency Police, DNR Police, Executive Pay Plan, and MDOT employees, these employees are not compensated within the regular salary grades.

NOTE: Data include SPMS and MDOT full-time and part-time employees; contractuals are not included.

EXECUTIVE PAY PLAN WORKFORCE BY SALARY, GRADE, RACE AND GENDER — FISCAL YEAR 2018

										Race	<u> </u>							Ethr	nicity
EPP Scale		TOTAL		Wh	iite	African-A	American	Amer India Alaska	ın &	Asi		Hawa	Pacific	Balance chec	,	Multi	racial	Hispa Latino	nnic or (no other necked)
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
EPP1— (\$80,000- \$84,000)	3	2	1	0	1	2	0		0	0	0		0	-	0	0			0
ψ04,000)		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
EPP2— (\$85,905-	15	9	6	8	5	1	0	0	0	0	0	0	0	0	1	0	0	0	0
\$114,600)		60%	40%	53%	33%	7%	0%	0%	0%	0%	0%	0%	0%	0%	7%	0%	0%	0%	0%
EPP3 — (\$100,980-	36	18	18	15	13	2	3	0	0	0	0	0	0	1	0	0	1	0	1
\$126,231)		50%	50%	42%	36%	6%	8%	0%	0%	0%	0%	0%	0%	3%	0%	0%	3%	0%	3%
EPP4 — (\$102,281-	31	20	11	17	9		2	0	0	0	0	0	0		0		0	0	0
\$132,569)		65%	35%	55%	29%	3%	6%	0%	0%	0%	0%	0%	0%	6%	0%	0%	0%	0%	0%
EPP5 — (\$110,000- \$142,646)	32	18	14	15	12	0	1	0	0	0	0		0		0	0		2	0
, ,, ,,		56%	44%	47%	38%	0%	3%	0%	0%	0%	0%	0%	0%	3%	0%	0%	3%	6%	0%
EPP6 — (\$117,515-	29	15	14	10	11	3	3	0	0	2	0	0	0	0	0	0	0	0	0
\$153,532)		52%	48%	34%	38%	10%	10%	0%	0%	7%	0%	0%	0%	0%	0%	0%	0%	0%	0%
EPP7 — (\$132,356-	14	8	6	5	5		1	0	0	0	0		0		0				0
\$165,215)		57%	43%	36%	36%	7%	7%	0%	0%	0%	0%	0%	0%	14%	0%	0%	0%	0%	0%
EPP8 — (\$133,069-	21	19	2	17	0		1	0	0	2	0		0	Ţ	0				1
\$177,977)		90%	10%	81%	0%	0%	5%	0%	0%	10%	0%	0%	0%	0%	0%	0%	0%	0%	5%
EPP9 — (\$168,877- \$288,660)	5	4	20%	3	20%	0	0%	0	0	20%	0%	0	0%	0	0%	0%	0%	0%	0%
		0070	20%	00/0	20%	U70	U70	070	070	2070	U70	070	U70	070	070	0%	0%	070	070
TOTAL	186	113	73	90	57		11		0	5					1	0			2
	. 1 1 CD	61%	39%	48.4%	30.6%	5.4%	5.9%	0%	0%	2.7%	0%	0%	0%	3.2%	0.5%	0%	1%	1.1%	1%

SECTION SIX

STATE PERSONNEL TRANSACTIONS

SECTION 6: PERSONNEL TRANSACTIONS

INTRODUCTION

The data provided in this section depicts the personnel transactions processed by the Office of Personnel Services and Benefits in Fiscal Years 2013 and 2018. This information also reflects the type of transactions by race and gender.

SUMMARY HIGHLIGHTS

Trends displayed in the following charts are highlighted as follows:

- The total number of applicants appointed to vacant positions in FY 2018 was 3,489. Of this number, 56% were females and 66% were minorities.
- Females who represent 56% of the workforce received 49% of all promotions in fiscal 2018 and African-Americans who represent 44% of the workforce received 39% of all promotions.
- Females accounted for 60% of reclassifications in fiscal 2018, while African-Americans accounted for 40% of the reclassifications.
- The total number of demotions in FY 2018 was 271. This represents an increase of 15 actions from FY 2013. During FY 2018, African-Americans accounted for 45% of demotions, while females accounted for 55%.
- The total number of suspensions for FY 2018 was 461; 151 fewer actions than in FY 2013. Minorities accounted for approximately 72% of suspension actions in FY 2018.
- There were 329 terminations made in FY 2018. Females constituted 58% of these actions and minorities accounted for 70%.

STATEWIDE PERSONNEL TRANSACTIONS — FISCAL YEAR 2018

										Race								Ethr	nicity
Type of Transaction		TOTAL		Wh	ii te	African-A	American	Ame Indi: Alaska		Asi	ian	Hawa Other	tive iian & Pacific nder		e (no race cked)	Multi	racial	Latino	anic or (no other hecked)
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	3,489	1,530	1,959	601	596	632	950	4	4	48	49	2	3	200	300	12	28		29
		44%	56%	17.2%	17.1%	18.1%	27.2%	0.1%	0.1%	1.4%	1.4%	0.1%	0.1%	5.7%	8.6%	0.3%	0.8%	0.9%	0.8%
Reinstatements	502	189	313	95	98	69	174	0	1	2	5	1	7	19	26		0	2	2
		38%	62%	18.9%	19.5%	13.7%	34.7%	0%	0.2%	0.4%	1.0%	0%	1.4%	4%	5.2%	0.2%	0.0%	0.4%	0.4%
Promotions	2,041	1,047	994	662	437	317	472		3	25	33		1	10	15		20		13
		51%	49%	32.4%	21.4%	15.5%	23.1%	0.44%	0.15%	1.2%	1.6%	0.05%	0.05%	0.5%	0.7%	0.3%	1.0%	0.8%	0.6%
Reclassifications	3,555	1,416	2,139	843	958	424	998		3	48			1	35	59		26		
		40%	60%	23.7%	26.9%	11.9%	28.1%	0.14%	0.1%	1.4%	1.4%	0.1%	0.0%	1.0%	1.7%	0.8%	0.7%	0.8%	1.3%
Demotions	271	122	149	75	53	37	86		0	1	2	0		2	3	2	4	4	1
		45%	55%	27.7%	19.6%	13.7%	31.7%	0%	0%	0%	0.7%	0%	0%	1%	1%	0.7%	1.5%	1.5%	0%
Suspensions	461	220	241	83	48	123	178		0	9	7	0	0	2	2	1	2	1	4
		48%	52%	18.0%	10.4%	26.7%	38.6%	0.2%	0%	2.0%	1.5%	0.0%	0%	0.4%	0.4%	0.2%	0.4%	0.2%	0.9%
TOTAL	10,319	4,524	5,795	2,359	2,190	1,602	2,858	20	11	133	144	6	12	268	405	51	80	85	95

STATEWIDE SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2018

										Race								Ethn	nicity
Type of Separations and Terminations		TOTAL		Wh	iite	African-A	merican	Indi	rican an & Native	Asi	an	Hawai Other			e (no race cked)	Multi	racial	Latino	nic or (no other necked)
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	2,362	916	1,446	431	588	381	733	2	5	33	25	3	2	37	43	12	17	17	33
		39%	61%	18.2%	24.9%	16.1%	31.0%	0.1%	0.2%	1.4%	1.1%	0.13%	0.1%	1.6%	1.8%	0.5%	0.7%	0.7%	1.4%
Rejections on	135	51	84	16	13	32	64	0	0	0	0	0	0	3	7	0	0	0	0
Probation		38%	62%	11.9%	9.6%	23.7%	47.4%	0%	0%	0.0%	0%	0%	0%	2%	5%	0%	0%	0.0%	0.0%
Retired	1,867	835	1,032	566	530	243	475	1	3	11	11	0	2	3	0	5	6	6	5
		45%	55%	30.3%	28.4%	13.0%	25.4%	0.1%	0.2%	0.6%	0.6%	0%	0%	0.2%	0.0%	0.3%	0.3%	0.3%	0.3%
Terminations	329	138	191	49	51	74	121	0	1	1	1	0	0	13	13	0	2	1	2
		42%	58%	14.9%	15.5%	22.5%	36.8%	0%	0%	0.3%	0.3%	0%	0%	4.0%	4.0%	0%	0.6%	0.3%	0.6%
TOTAL	4,693	1,940	2,753	1,062	1,182	730	1,393	3	9	45	37	3	4	56	63	17	25	24	40

NOTE: Data include SPMS and MDOT full-time and part-time employees; contractuals are not included.

TYPE OF TRANSACTIONS	YEAR	WHII	TE.	AFRICAN-A	MERICAN	OTHER MIN	ORITIES	TOTA	AL.	Grand
		Male	Female	Male	Female		emale	Male	Female	Total
Appointments	2013	844 22%	934 24%	715 19%	1,098 29%	109 3%	134 3%	1,668 44%	2,166 56%	3,834
	2018	601 17%	596 17%	632 18%	950 27%	297 9%	413 12%	1,530 44%	1,959 56%	3,489
Reinstatements	2013	71 21%	85 25%	51 15%	122 35%	5 1%	12 3%	127 37%	219 63%	346
	2018	95 19%	98 20%	69 14%	174 35%	25 5%	41 8%	189 38%	313 62%	502
Promotions	2013	995 26%	771 20%	715 19%	1,140 30%	105 3%	107 3%	1,815 47%	2,018 53%	3,833
	2018	662 32%	437 21%	317 16%	472 23%	68 3%	85 4%	1,047 51%	994 49%	2,041
Reclassifications	2013	683 27%	762 30%	292 11%	645 25%	87 3%	108 4%	1,062 41%	1,515 59%	2,577
	2018	843 24%	958 27%	424 12%	998 28%	149 4%	183 5%	1,416 40%	2,139 60%	3,555
Demotions	2013	55 21%	83 32%	30 12%	83 32%	3 1%	2 1%	88 34%	168 66%	256
	2018	75 28%	53 20%	37 14%	86 32%	10 4%	10 4%	122 45%	149 55%	271
Suspensions	2013	93 15%	78 13%	171 28%	221 36%	18 3%	31 5%	282 46%	330 54%	612
	2018	83 18%	48 10%	123 27%	178 39%	14 3%	15 3%	220 48%	241 52%	461
Resignations	2013	474 21%	642 28%	349 15%	668 29%	61 3%	100 4%	884 39%	1410 61%	2,294
	2018	431 18%	588 25%	381 16%	733 31%	104 4%	125 5%	916 39%	1,446 61%	2,362
Terminations	2013	54 22%	43 18%	37 15%	90 37%	11 5%	9 4%	102 42%	142 58%	244
	2018	49	51	74 22%	121	15 5%	19 6%	138 42%	191 58%	329

STATEWIDE	E PERSON	NEL TRANS	SACTION	ANALYSIS	Compa	rision of Ju	ne 30, 2013	3 and June	30, 2018	
TYPE OF TRANSACTIONS	YEAR	WHI Male	ГЕ Female	AFRICAN-A Male	MERICAN Female	OTHER MI Male	NORITIES Female	<u>TOT</u> Male	AL Female	Grand Total
Rejections on Probation	2013	22	21	33	49	2	1	57	71	128
		17%	16%	26%	38%	2%	1%	45%	55%	
	2018	16	13	32	64	3	7	51	84	135
		12%	10%	24%	47%	2%	5%	38%	62%	
Deaths	2013	21	15	12	17	3	0	36	32	68
		31%	22%	18%	25%	4%	0%	53%	47%	
	2018	27	15	23	22	1	2	51	39	90
		30%	17%	26%	24%	1%	2%	57%	43%	
Horizontal Transfer	2013	11	21	7	25	0	3	18	49	67
		16%	31%	10%	37%	0%	4%	27%	73%	
	2018	11	20	9	32	2	7	22	59	81
		14%	25%	11%	40%	2%	9%	27%	73%	
Disciplinary Demotion	2013	5	3	5	9	1	0	11	12	23
		22%	13%	22%	39%	4%	0%	48%	52%	
	2018	10	2	8	2	0	0	18	4	22
		45%	9%	36%	9%	0%	0%	82%	18%	
Retired	2013	527	516	214	358	54	42	795	916	1,711
		31%	30%	13%	21%	3%	2%	46%	54%	
	2018	566	530	243	475	26	27	835	1032	1,867
		30%	28%	13%	25%	1%	1%	45%	55%	
Transfer	2013	227	115	96	113	21	12	344	240	584
		39%	20%	16%	19%	4%	2%	59%	41%	
	2018	595	481	221	472	60	96	876	1049	1925
		31%	25%	11%	25%	3%	5%	46%	54%	
Forfeiture of Annual Leave	2013	67	46	125	178	13	14	205	238	443
		15%	10%	28%	40%	3%	3%	46%	54%	-
	2018	65	31	66	93	8	4	139	128	267
		24%	12%	25%	35%	3%	1%	52%	48%	

SEPARATIONS AND TERMINATIONS BY AGE, RACE AND GENDER — FISCAL YEAR 2018

										Ra	ce							Ethn	icity
AGE	T	OTAL		Whi	ite	African-A	merican	American Alaska		Asi	an	Native Ha		Balance chec		Multi	racial	Hispanic or other race	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
RESIGNATION	ONS		-																
19 OR LESS	4	1	3	0	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	522	199	323	104	109	68	179	0	3	7	6	1	0	10	14	4	2	5	10
30 - 39	772	280	492	116	187	132	259	0	0	10	13	1	1	9	10	4	5	8	17
40 - 49	512	184	328	65	135	96	172	1	0	8	3	0	0	7	8	3	6	4	4
50 - 59	350	139	211	63	104	61	89	1	1	6	3	0	1	7	8	1	4	0	1
60 - 69	163	85	78	63	43	17	31	0	1	1	0	1	0	3	2	0	0	0	1
70 PLUS	39	28	11	20	7	6	3	0	0	1	0	•	0	1	1	0	0		0
TOTAL	2,362	916	1,446	431	588	381	733	2	5	33	25	3	2	37	43	12	17	17	33
REJECTION	IS ON PROB	ATION																	
19 OR LESS	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
20 - 29	44	18	26	6	1	12	23	0	0	0	0	0	0	0	2	0	0	0	0
30 - 39	38	12	26	2	4	10	21	0	0	0	0	0	0	0	1	0	0	0	0
40 - 49	30	8	22	4	4	4	15	0	0	0	0	0	0	0	3	0	0	0	0
50 - 59	16	7	9	2	3	4	5	0	0	0	0	0	0	1	1	0	0	0	0
60 - 69	6	5	1	2	1	2	0	0	0	0	0	0	0	1	0	0	0	0	0
70 PLUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	135	51	84	16	13	32	64	0	0	0	0	0	0	3	7	0	0	0	0
TERMINATION	ONS																		
19 OR LESS	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
20 - 29	34	14	20	4	0	8	17	0	0	0	0	0	0	2	1	0	1	0	1
30 - 39	58	24	34	7	5	15	27	0	0	1	0	0	0	1	2	0	0	0	0
40 - 49	66	26	40	6	16	19	24	0	0	0	0	0	0	0	0	0	0	1	0
50 - 59	53	28	25	11	10	12	11	0	1	0	0	0	0	5	2	0	1	0	0
60 - 69	87	38	49	19	13	16	30	0	0	0	1	0	0	3	4	0	0	0	1
70 PLUS	30	7	23	2	7	4	12	0	0	0	0	0	0	1	4	0	0	0	0
TOTAL	329	138	191	49	51	74	121	0	1	1	1	0	0	13	13	0	2	1	2
GRAND TOTAL	2,826	1,105	1,721	496	652	487	918	2	6	34	26	3	2	53	63	12	19	18	35

Note: Data include SPMS and MDOT full-time and part-time employees; contractuals are not included.

SECTION SEVEN

REASONABLE ACCOMMODATIONS

SECTION 7: REASONABLE ACCOMMODATIONS

In fiscal year 2018 there were 511 requests for reasonable accommodations from State employees and applicants for State employment. Of this amount, 453 or 89% of the requests were granted. There were 35 agencies that reported data on reasonable accommodation requests, with the Department of Human Services, MDOT, and Department of Health accounting for 272 or 53% of the total employee/applicant reasonable accommodation requests reported.

STATEWIDE REQUESTS FOR REASONABLE ACCOMMODATION — FISCAL YEAR 2018

Agency	Applicants	Employees		STATUS	
	PF		Granted	Denied	Pending
Administrative Hearings, Office of	0	1	1	0	0
Archives, MD State	0	2	2	0	0
Assessment and Taxation, State Dept. of	0	18	16	2	0
Attorney General, Ofice of the	0	6	6	0	0
Automobile Insurance Fund, MD	0	17	17	0	0
Baltimore City Community College	0	3	2	1	0
Budget and Management, Dept. of	0	7	7	0	0
Commerce, Dept of	0	4	4	0	0
Commission on Civil Rights, MD	0	2	2	0	0
Deaf, MD School for the	0	3	3	0	0
Education, MD State Dept. of	0	11	9	2	0
Elections, State BD of	0	1	1	0	0
General Services, Dept of	0	1	1	0	0
Environmental Services, MD	0	5	5	0	0
Environment, MD Dept of the	0	26	26	0	0
Health, MD Dept of	5	84	83	6	0
Health Benefits Exchange, MD	0	1	1	0	0
Housing and Community Development, MD Dept	0	8	8	0	0
Human Services, Dept of	0	59	58	1	0
Information Technology, Dept of	0	2	2	0	0
Insurance Administration, MD	0	5	5	0	0
Juvenile Services	0	12	12	0	0
Labor, Licensing and Regulation, Dept of	0	11	8	3	0
Lottery & Gaming Control Agency, MD State	0	2	1	1	0
Maryland 529	0	1	1	0	0
Miltiary Department	0	3	3	0	0
Morgan State University	0	4	4	0	0
Natural Resources, Dept. of	0	7	7	0	0
Police, MD State	0	3	3	0	0
Public Defender, Office of the	0	10	10	0	0
Public Safety and Correctional Services, Dept. of	0	47	33	12	2
Public Service Commission	0	1	1	0	0
Retirement Agency, MD State	1	7	8	0	0
Transportation, MD Dept of	1	129	102	26	2
Worker's Compensation Commission	0	1	1	0	0
TOTAL	7	504	453	54	4

NOTE: All of the agencies Statewide reported. These are the only agencies reporting reasonable accommodation requests.

SECTION EIGHT

STATE

EQUAL EMPLOYMENT OPPORTUNITY

COMPLAINTS

SECTION 8: STATEWIDE EEO COMPLAINTS

- The total number of internal and external complaints statewide for fiscal 2018 was 600. Of these, 371 were internal complaints and 229 were external complaints.
- The most common basis for internal complaints is Race and Sex/Gender.
- The number of statewide discrimination complaints has increased from 470 in fiscal 2013 to 600 in fiscal 2018.
- The Office of the Statewide Equal Employment Opportunity Coordinator processed a total of 22 EEO appeals in fiscal 2018.
- The Office investigated 12 Whistleblower complaints. 11were found to have "no probable cause" finding and one was withdrawn.

NOTE: Internal complaints are those filed at the agency level, usually with a State agency's Fair Practices Officer or Equal Employment Opportunity Officer.

External complaints are those filed with the Maryland Commission on Civil Rights or Equal Employment Opportunity Commission.

'Other' complaints include employment related complaints, not discriminatory in basis.

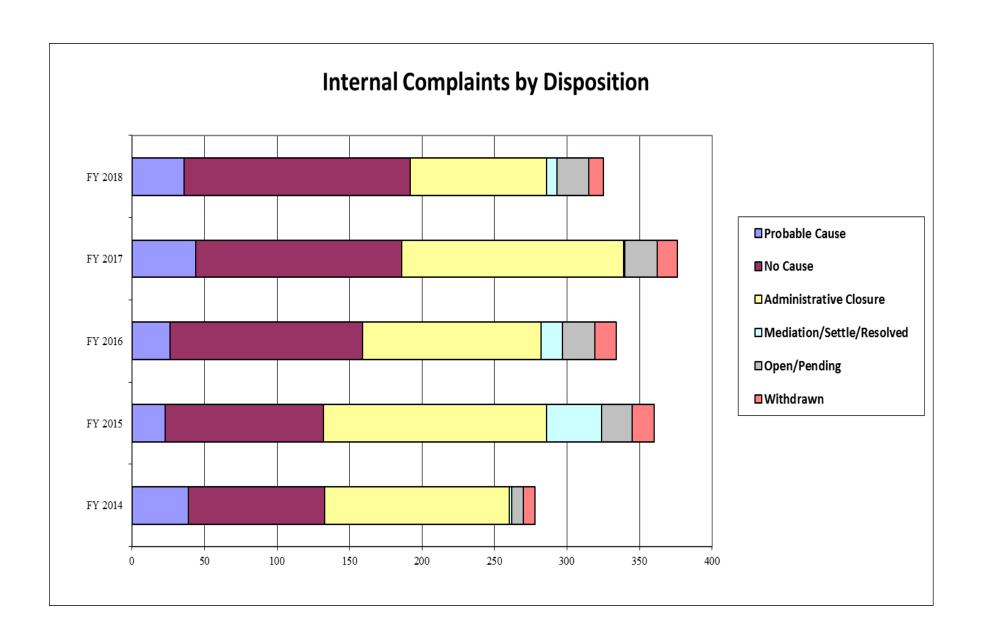
STATEWIDE DISCRIMINATION COMPLAINTS BY AGENCY, BASIS, ISSUE AND Basis*														SPOSIT	ION	<u> </u>	ISC	AL YI	EAR 2	2018							
	Se										Bas	is*							Issu	e*					ition*		
Agency	Agency Employees	External	Internal	Other	ADA	Age	Ancestry	Color	Creed	Disability	Marital Status	National Origin	Race	Religious Affiliation	Sex/Gender	Gender Identity	Sexual Orientation	Harassment	Sexual Harassment	Retaliation	Other	Probable Cause	No Cause	Administrative Closure	Mediation/ Settled/Resolved	Open/Pending	Withdrawn
Baltimore City Community College	264	7	4												3			2	1		1	2	2				
Dept of Budget & Management	304	1	0																								
Dept of Commerce	184	3	5	1		2							1		2			2			3		5				
Dept of General Services	542	3	0																								
Dept of Human Services	5,704	29	36	15	6	7	1	3		1		3	13	1	11		2	2	8	19	8	3	32	1			
Dept of Juvenile Services	1,945	7	8	4		1									4		1	3	1		9	1	4	1	1	1	
Dept of Labor, Licensing and Regulation	1,602	8	1	1														1						1			
Dept of Natural Resources	1281	2																									
Dept of Public Safety & Correctional Services	8925	42		38	4	4		2				12	21	1	24	1		68	19	33		10	51	81	1	11	5
Dept of Transportation	10,116	56	61	7	0	6	0	1	0	5	0	2	21	1	21	0	2	15	9	2	39	7	39	2	1	8	4
MD Automobile Insurance Fund	196	0	_			2							2			1	1				2		2				
MD Dept of Health	8,661	35	34	13	1	2	1	4			1	1	10	3	16			4	11		42	6	16	3	4	3	2
MD Dept of Housing and Community Development	326	1	1												1				1				1				
MD Dept of the Environment	815	1	6			3		1					4		4		1	4	1		5	1	4				1
MD Environmental Services	923	4	0																								
MD Health Benefits Exchange	60	1	0																								
MD Insurance Administration	246	1	0																								
MD Lottery Gaming & Control Agency	320	3	2					1		1										1	1				1	1	
MD School for the Deaf	333	1	0																								
MD State Dept of Education	1,345	4	3	1									1		1			1	1		1		1	2			
MD State Police	2,236	8	11					1	1			1	7		4		1	6	2	4	3	1	6	2		2	
Military Department	220	0	14	12											1			2	1	1	13	8	5	1			
Morgan State University	1,104	8	15			1						1	2	1	12			3	4	3	7	2	9	2		2	
Office of the Attorney General	675	0	3										2		1			3					3				
Office of the Public Defender	864	0	1	1															1				1				
State Dept of Assessment and Taxation	519	3	6		1	1							3		2			2			4		5				1
Worker's Compensation Commission	112	1	0																		İ						
TOTAL	49,822	229	371	93	12	29	2	13	1	7	1	20	87	7	107	2	8	118	60	63	213	41	186	96	8	28	13

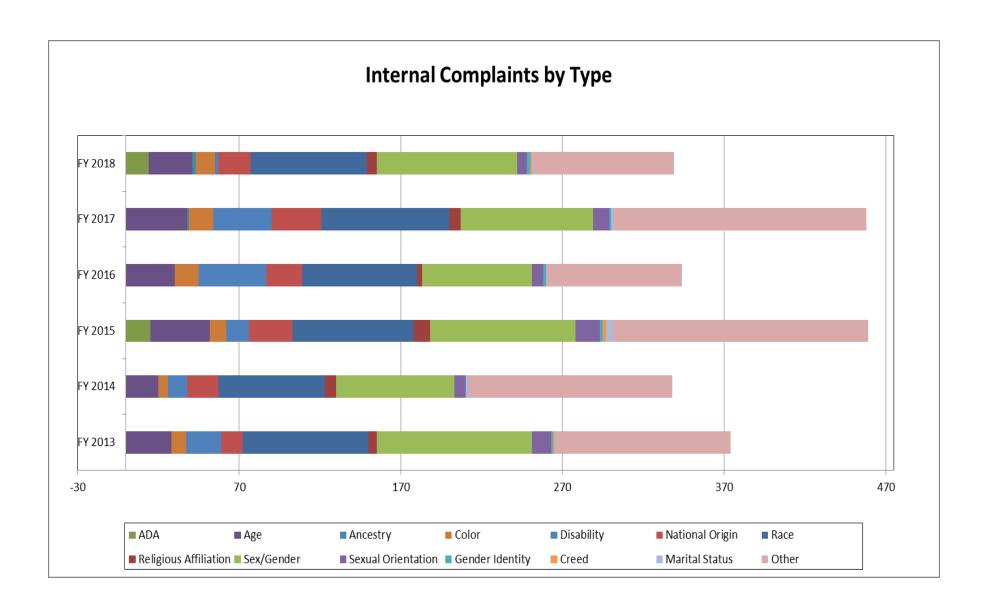
^{*}In order to avoid duplication, Basis, Issues, and Dispositions are only counted on Internal complaints. Please note: Some complaints have multiple basis. An employee may file a complaint alleging that more than one protected class has been violated; therefore, the total number of internal complaints may differ from the total number for basis and dispositions.

^{(1) &}quot;Internal" complaints are those filed at the agency level, with a State agency's Fair Practices Officer or Equal Employment Opportunity Officer.

^{(2) &}quot;External" complaints are those filed with the Maryland Commission on Civil Rights, Department of Justice, Courts, and/or Equal Employment Opportunity Commission.

^{(3) &}quot;Other" Complaints include employment related complaints, not discriminatory in basis.





SECTION NINE

UNIVERSITY SYSTEM OF MARYLAND

SECTION 9: UNIVERSITY SYSTEM OF MARYLAND

The University System of Maryland includes the USM Office and the following institutions: Bowie State University, Coppin State University; Frostburg State University; Salisbury University; Towson University; University of Baltimore; University of Maryland Baltimore; University of Maryland Baltimore County; University of Maryland Center for Environmental Science; University of Maryland College Park; University of Maryland Eastern Shore; and University of Maryland University College.

- There were a total of 39,903 employees in the University System of Maryland.
 - Of the total employees, 22,478 (56.3%) were White, 7,663 (19.2%) were African American, 123 (0.30%) were American Indian and Alaska Native, 4,973(12.5%) were Asian, 1,506 (3.8%) were Hispanic or Latino, 367 (.9%) were Multiracial, and 2,733 (6.8%) were Other (no race checked).
 - o Males comprised 18,552 (46.5%) of the workforce.
 - o Females comprised 21,351 (53.5%) of the workforce.
 - The majority of Faculty and Instructor positions were filled by Whites (66.9%) and males (51%).

UNIVERSITY SYSTEM OF MARYLAND TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2018

										Race								Eth	nicity
EEO Job Category		TOTAL		Wh	ite	African-A	american	America & Al Nat		Asi	ian		Hawaiian r Pacific nder	Balan	,	Mult	iracial	Latino	anic or (no other checked)
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	2,730	1,109	1,621	741	1,031	226	402	2	2	49	73	3	2	50	64	7	11	31	36
Professionals	8,962	3,308	59% 5,654	27.1%	37.8%	8.3% 582	1,480	5	0.1%	1.8% 295	2.7%	0.1%	9	240	2.3%	0.3%	0.4% 66	1.1%	216
Tioressionals	0,702	37%	63%	22.4%	34.7%	6.5%	16.5%	0.1%	0.2%	3.3%	5.1%	0.1%	0.1%	2.7%	3.3%	0.4%	0.7%	1.5%	2.4%
Technical-	480	135	345	84	200	36	94	0	0	10	33	0	1	3	9	2	4	0	4
Paraprofessionals		28%	72%	17.5%	41.7%	7.5%	19.6%	0.0%	0.0%	2.1%	6.9%	0.0%	0.2%	0.6%	1.9%	0.4%	0.8%	0.0%	0.8%
Faculty/Instructors	14,040	7,182	6,858	4,895	4,504	841	1,116	38	36	851	643	11	6	331	306	29	48	186	199
		51%	49%	34.9%	32.1%	6.0%	7.9%	0.3%	0.3%	6.1%	4.6%	0.1%	0.0%	2.4%	2.2%	0.2%	0.3%	1.3%	1.4%
Faculty/ Research	2,503	1,476	1,027	736	549	41	76	1	0	491	251	2	1	151	105	8	11	46	34
		59%	41%	29.4%	21.9%	1.6%	3.0%	0.0%	0.0%	19.6%	10.0%	0.1%	0.0%	6.0%	4.2%	0.3%	0.4%	1.8%	1.4%
Faculty/Public	12	10	2	4	2	1	0	0	0	1	0	0	0	3	0	0	0	1	0
Service		83%	17%	33%	17%	8%	0%	0.0%	0.0%	8.3%	0.0%	0%	0%	25.0%	0.0%	0.0%	0.0%	8.3%	0.0%
Teachers'	5,829	2,930	2,899	1,189	1,259	160	291	3	7	973	683	8	5	488	488	27	56	82	110
Assistant/Assoc		50%	50%	20.4%	21.6%	2.7%	5.0%	0.1%	0.1%	16.7%	11.7%	0.1%	0.1%	8.4%	8.4%	0.5%	1.0%	1.4%	1.9%
Administrative	2,676	616	2,060	271	970	254	858	1	6	27	66	2	1	26	68	4	32	31	59
Support		23%	77%	10.1%	36.2%	9.5%	32.1%	0.0%	0.2%	1.0%	2.5%	0.1%	0.0%	1.0%	2.5%	0.1%	1.2%	1.2%	2.2%
Skilled Craft	787	750	37	436	14	203	14	3	0	29	0	0	0	25	2	5	1	49	6
Workers		95%	5%	55.4%	1.8%	25.8%	1.8%	0.4%	0.0%	3.7%	0.0%	0.0%	0.0%	3.2%	0.3%	0.6%	0.1%	6.2%	0.8%
Service-Maintenance	1,884	1,036	848	360	117	544	444	2	2	18	19	0	1	36	41	9	8	67	216
		55%	45%	19.1%	6.2%	28.9%	23.6%	0.1%	0.1%	1.0%	1.0%	0.0%	0.1%	1.9%	2.2%	0.5%	0.4%	3.6%	11.5%
TOTAL	39,903	18,552 46.5%	21,351 53.5%	10,722 26.9%	11 ,756 29.5%	2,888 7.2%	4,775 12.0%	55 0.1%	68 0.2%	2,744 6.9%	2,229 5.6%	34 0.1%	26 0.1%	1,353 3.4%	1,380 3.5%	130 0.3%	237 0.6%	626 1.6%	880 2.2%

SECTION TEN

INDEPENDENT HIGHER EDUCATION INSTITUTIONS

SECTION 10: INDEPENDENT HIGHER EDUCATION INSTITUTIONS

BALTIMORE CITY COMMUNITY COLLEGE

- There are 1300 employees in the Baltimore City Community College workforce.
 - o 938 or 72% are African-American employees
 - o 784 or 60% are female employees

MORGAN STATE UNIVERSITY

- There are 1104 employees in the Morgan State University workforce.
 - o 801 or 73% are African-American employees
 - o 559 or 51% are female employees

ST. MARY'S COLLEGE OF MARYLAND

- There are 459 employees in the St. Mary's College of Maryland workforce.
 - o 52 or 11% are African-American employees
 - o 248 or 54% are female employees

BALTIMORE CITY COMMUNITY COLLEGE TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2018

										Rac	e							Ethr	nicity
EEO Job Category	,	TOTAL		Wł	nite	Afri Ame		Indi	rican an & Native	As	ian	Nat Hawai Other I Islan	ian & Pacific	Balan	(Multi	racial	Latino	anic or (no other hecked)
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	67	31	36	10	10	19	23	0	1	2	1	0	0	0	0	0	0	0	1
Administrators		46%	54%	15%	15%	28%	34%	0%	1%	3%	1%	0%	0%	0%	0%	0%	0%	0%	1%
Professionals	998	387	611	104	128	250	439	6	1	17	26	0	0	9	11	0	0	1	6
		39%	61%	10%	13%	25%	44%	1%	0%	2%	3%	0%	0%	1%	1%	0%	0%	0%	1%
Technicians	8	6	2	1	0	4	2	0	0	1	0	0	0	0	0	0	0	0	Ü
		75%	25%	13%	0%	50%	25%	0%	0%	13%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	11	9	2	1	0	8	2	0	0	0	0	0	0	0	0	0	0	0	0
workers: Sworn		82%	18%	9%	0%	73%	18%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	40	20	20	1	1	19	18		_	0	0	0	0	0	0	0	0	Ŭ	v
workers: won-sworn		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	133	24	109	1	6	19	97	0			1	0	0	1	4	0	0		1
		18%	82%	1%	5%	14%	73%	0%	0%	2%	1%	0%	0%	1%	3%	0%	0%	1%	1%
Skilled Craft Workers	12	12	0	3	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	25%	0%	75%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	31	27	4	1	0	26	3		0	0	0	0	0	0	0	0	0		_
		87%	13%	3%	0%	84%	10%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	3%
TOTAL	1,300	516		122	145	354	584				28	0	0	10		1	0		
NOTE TO 1 1 1 1 1 1		40%	60%	9%	11%	27%	45%	0%	0%	1.7%	2.2%	0%	0%	1%	1%	0%	0%	0.2%	0.7%

BALTIMORE CITY COMMUNITY COLLEGE PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2018

										Rac	e							Ethn	icity
Type of Transaction	,	TOTAL		Wh	nite	African	-American	Amei India Alaska	an &	Asi	ian	Nat Hawai Other l Islan	ian & Pacific	Balan race ch		Multi	racial	Hispar Latino (no other
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	0	-	_																
Appointments	U	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reinstatements	0	-	-																
Kemstatements	U	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
D	0	_	_																
Promotions	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	0	_	_																
Reclassifications	U	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	0	-	-																
Demotions	U	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	0	-	-																
Hansiels	U	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	15	8	7	3	1	5	6												
Suspensions	13	53%	47%	20%	7%	33%	40%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	15	8	7	3		5	6	0	0	0		0	0	0	0	0		0	
102.444		53%	47%	20%	7%	33%	40%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2018

										Rac	e							Ethni	icity
Type of Separations and Terminations	,	TOTAL		Wh	ite	African	-American	Amer India Alaska		Asi	an	Nat Hawai Other l Islan	iian & Pacific	Balan race ch		Multi	racial	Hispan Latino (1 race cha	no other
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	40	13	27	5	10	8	17	0	0	0	0	0	0	0	0	0	0	0	0
resignations	40	33%	68%	13%	25%	20%	43%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Rejection on	0	-	-																
Probation	v	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	4	1	3	1	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0
	•	25%	75%	25%	0%	0%	75%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	44	14	30	6	10	8	20	0	0	0	0	0	0	0	0	0	0	0	0
1011111	• • •	32%	68%	14%	23%	18%	45%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

MORGAN STATE UNIVERSITY

TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2018

			_							Ra	ce	-	ISCAL					Eth	nicity
EEO Job Category	Т	OTAL		Wh	iite	Afri Amei		Amei India Alaska	ın &	Asi		Nat Hawai Other I	ian & Pacific		nce (no necked)	Multi	racial	Hisp Latino	anic or (no other hecked)
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	253	119	134	21	8	91	121	4	1	0	4	2	0	1	0	0	0	0	0
		47%	53%	8%	3%	36%	48%	2%	0%	0%	2%	1%	0%	0%	0%	0%	0%	0%	0%
Professionals	578	309	269	88	50	155	189	6	6	53	22	3	2	4	0	0	0	0	0
		53%	47%	15%	9%	27%	33%	1%	1%	9%	4%	1%	0%	1%	0%	0%	0%	0%	0%
Technicians	11	5	6	1	0	3	6	0	0	0	0	0	0	1	0	0	0	0	0
		45%	55%	9%	0%	27%	55%	0%	0%	0%	0%	0%	0%	9%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	37	32	5	5	0	25	5	0	0	0	0	0	0	2	0	0	0	0	0
Workers. Sworn		86%	14%	14%	0%	68%	14%	0%	0%	0%	0%	0%	0%	5%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	0	_	-																
WOIKEIS. IVON-5WOIN		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	145	18	127	1	2	17	117	0	3	0	2	0	1	0		0	0	0	0
Support		12%	88%	1%	1%	12%	81%	0%	2%	0%	1%	0%	1%	0%	1%	0%	0%	0%	0%
Skilled Craft Workers	17	17	0	2	0	14	0	0	0	0	0	0	0	1	0	0	0	0	0
		100%	0%	12%	0%	82%	0%	0%	0%	0%	0%	0%	0%	6%	0%	0%	0%	0%	0%
Service-Maintenance	63	45	18	2	3	43	15	0	0	0	0	0	0	0		0	0		0
		71%	29%	3%	5%	68%	24%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	1,104	545	559	120 11%	63	348	453	0.9%	0.9%	53	2.5%	5 0.5%	0.3%	9		0.0%	0.0%	0.0%	0.0%
		49%	31%	11%	0%	32%	41%	0.9%	0.9%	4.0%	2.5%	0.5%	0.5%	1%	0%	0.0%	0.0%	0.0%	0.0%

MORGAN STATE UNIVERSITY PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2018

				Race														Ethnicity	
Type of Transaction	TOTAL			White Afric		African-	African-American		American Indian & Alaska Native		Asian		Iawaiian r Pacific nder	Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	87	46		11	5	26	33		0			1	0	2	2	0	0		0
		53%	47%	13%	6%	30%	38%	0%	0%	7%	1%	1%	0%	2%	2%	0%	0%	0%	0%
Reinstatements	0	-	-	00/	00/	00/	00/	00/	00/	00/	00/	00/	00/	00/	00/	00/	00/	00/	00/
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	50	27	23	6	5	19	17	1	0	_	1	0	0	0	0	0	-		0
		54%	46%	12%	10%	38%	34%	2%	0%	2%	2%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	5	3	2	0	0	3	2	0	0	-	0	0	0	0	0	0	0	V	0
		60%	40%	0%	0%	60%	40%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	0	_	-																
	_	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	0	_	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	0	_	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	142	76 54%	66 46%	17 12%	10 7%	48 34%	52 37%	1 1%	0 0%	7 5%	2 1%	1 1%	0	2 1%	2 1%	0	0	0	

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2018

										Race								Ethnicity		
Type of Separations and Terminations	TOTAL			White			African- American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		e (no ecked)	Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Resignations	54	23		6	3	17	27	0	0	0	1	0	0	0	0	0	0	0	0	
		43%	57%	11%	6%	31%	50%	0%	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	0%	
Rejection on	1	1	-	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Probation		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Terminations	7	2	5	0	0	2	4	0	0	0	1	0	0	0	0	0	0	0	0	
Terminations	•	29%	71%	0%	0%	29%	57%	0%	0%	0%	14%	0%	0%	0%	0%	0%	0%	0%	0%	
TOTAL	62	26	36	6	3	20	31	0	0	0	2	0	0	0	0	0	0	0	0	
TOTAL	02	02	42%	58%	10%	5%	32%	50%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%

NOTE: The data include full-time and part-time employees; contractuals are not included.

ST. MARY'S COLLEGE OF MARYLAND TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2018

								Rac	e							Ethnicity			
EEO Job Category	TOTAL			Wh	White African- American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and	104	54	50	39	41	10	4	0	1	2	1	0	0	0	0	0	0	3	3
Administrators	104	52%	48%	38%	39%	10%	4%	0%	0%	2%	1%	0%	0%	0%	0%	0%	0%	3%	3%
Professionals 185	185	91	94	77	83	3	5	0	0	5	4	0	0	0	0	1	0	5	2
		49%	51%	42%	45%	2%	3%	0%	0%	3%	2%	0%	0%	0%	0%	1%	0%	3%	1%
Technicians	39	11	28	11	26	0	1	0	0	0	1	0	0	0	0	0	0	0	0
		28%	72%	28%	67%	0%	3%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	0	-	-	00/	00/	00/	00/	00/	00/	00/	00/	00/	00/	00/	00/	00/	00/	00/	
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	2	2	-	2	0	Ŭ	0	0	0	0	0	0		0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	58	8	50		41	1	6	0	0	0	1	0	0	0	0	0	0	0	2
		14%	86%	12%	71%	2%	10%	0%	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	3%
Skilled Craft Workers	45	27	18	16	8		9	1	0	0	0	0	Ů	0	0	0	0	0	1
		60%	40%	36%	18%	22%	20%	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	2%
Service-Maintenance	26	16	10		7	1	2	0	0		0	0		0	0	0	0	0	1
		62%	38%	58%	27%	4%	8%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%
TOTAL	459	209	250 54%	167 36%	206 45%	25	27	0.2%	0%	7 1.5%	7 1.53%	0%	0%	0%	0.00%	0%	0%	1.74%	9 1.96%
		+070	J+70	30%	+370	370	070	0.270	U70	1.5%	1.55%	U70	U70	U70	0.00%	U70	070	1./+70	1.7070

NOTE: The data include full-time and part-time employees; contractuals are not included.

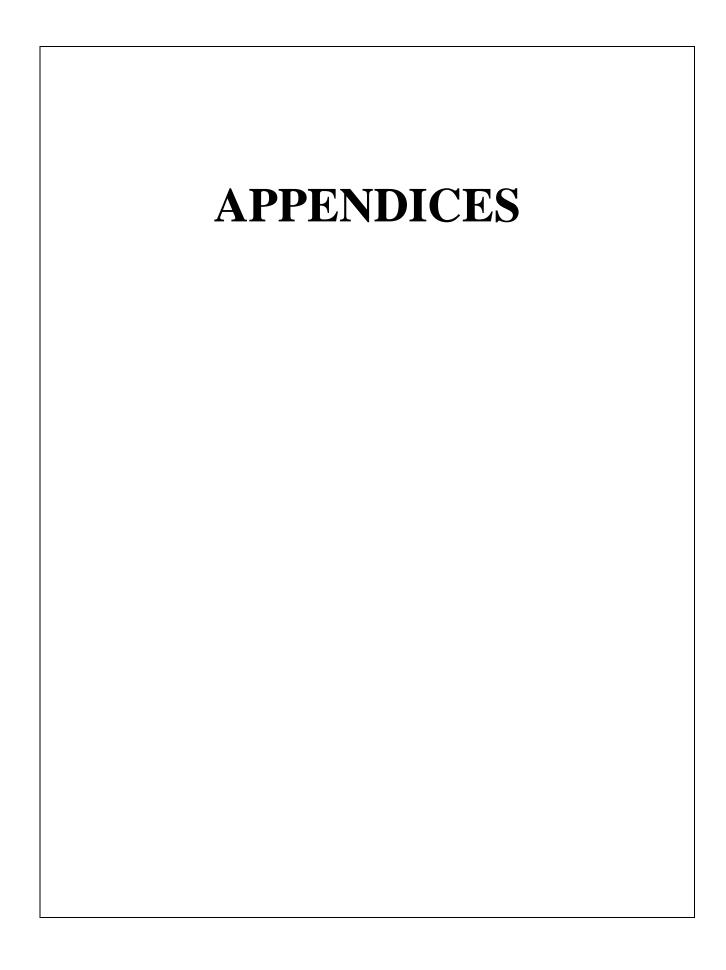
ST. MARY'S COLLEGE OF MARYLAND PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2018

			1210	ONNEL		102101	10115	2 41 12 41	21515	Ra		2111 20	10					Ethnicity	
Type of Transaction	TOTAL			White		African- American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no othe race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	32	6	26	4	18	2	8	0	0	0	0	0	0	0	0	0	0	0	0
11		19%	81%	13%	56%	6%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reinstatements	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
remstatements	•	0%	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	14	7	7	5	7	2	0	0	0	0	0	0	0	0	0	0	0	0	0
		50%	50%	36%	50%	14%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	0	-	-																
Reclassifications	V	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	5	1	4	1	1	0	2	0	0	0	0	0	0	0	0	0	0	0	1
эцэрсизіона		20%	80%	20%	20%	0%	40%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	20%
Demotions	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	0	0	0																
transfers	U	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	53	15	38	11	27	4	10	0	0	0	0	0	0	0	0	0	0	0	1
	53	28%	72%	21%	51%	8%	19%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	2%

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2018

										Ra	ce							Ethnicity	
Type of Separations and Terminations	TOTAL			White African- American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)			
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	42	20	22	17	19	3	2	0	0	0	0	0	0	0	0	0	0	0	1
		48%	52%	40%	45%	7%	5%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	2%
Rejection on	2 1009	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	О
Probation		100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	0	_	-																
Terminations		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	44	22	22	17	19	5	2	0	0	0	0	0	0	0	0	0	0	0	1
TOTAL	44	50%	50%	39%	43%	11%	5%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	2%

NOTE: The data include full-time and part-time employees; contractuals are not included.



Appendix A

EXECUTIVE ORDER 01.01.2007.16

Code of Fair Employment Practices

(Rescinds Executive Order 01.01.2007.09)

- **WHEREAS**, The State of Maryland recognizes and honors the value and dignity of every employee and understands the importance of providing its employees with a fair opportunity to pursue their careers in an environment free of discrimination or any form of prohibited harassment;
- WHEREAS, Title 5, Subtitle 2 of the State Personnel and Pensions Article of the Annotated Code of Maryland establishes an Equal Employment Opportunity (EEO) program to ensure that employment decisions are based only on merit and fitness;
- WHEREAS, The State is committed to providing a work environment free from discrimination on the basis of age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, religious affiliation, belief or opinion, race, sex, sexual orientation, or any other non-merit factor;
- WHEREAS, All Executive Branch appointing authorities and managers are expected to assume personal responsibility and leadership in ensuring that fair employment practices are adhered to and that equal employment opportunity is a reality in Maryland State government; and
- WHEREAS, There is a need to update prior Executive Orders to emphasize the State of Maryland's commitment to fair employment practices, to reaffirm the responsibilities of State agencies to uphold these important principles and to reflect existing law.
- NOW, THEREFORE, I, MARTIN O'MALLEY, GOVERNOR OF THE STATE OF MARYLAND, BY VIRTUE OF THE AUTHORITY VESTED IN ME BY THE CONSTITUTION AND LAWS OF MARYLAND, DO HEREBY RESCIND EXECUTIVE ORDER .01.01.2007.09 AND PROCLAIM THE FOLLOWING EXECUTIVE ORDER EFFECTIVE IMMEDIATELY.

Appendix A

ARTICLE I – EQUAL EMPLOYMENT OPPORTUNITY PROGRAM IN STATE GOVERNMENT

- A. All personnel actions concerning any employee or applicant for employment in the Executive Branch will be taken on the basis of merit and fitness, and without regard to:
 - 1. Age;
 - 2. Ancestry;
 - 3. Color;
 - 4. Creed;
 - 5. Gender identity and expression;
 - 6. Genetic information;
 - 7. Marital status;
 - 8. Mental or physical disability;
 - 9. National origin;
 - 10. Race;
 - 11. Religious affiliation, belief or opinion;
 - 12. Sex; or;
 - 13. Sexual orientation.
- B. All personnel actions concerning any skilled, professional or management service employee and any special appointee designated by the Secretary of Budget and Management, or any applicant for employment in those services or in comparable positions in an independent personnel system in the Executive Branch, shall be without regard to political affiliation, belief or opinion.
- C. Discrimination against or harassment of employees on the basis of any reason prohibited by law is not permitted.
- D. Retaliation against any employee who opposes discrimination or participates in an EEO investigation is not permitted.
- E. Retaliation against an individual because of their refusal to submit to a genetic test or make available the results of a genetic test is not permitted.

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- F. The Secretary of Budget and Management shall:
 - (1) Recommend the appointment of a Statewide Equal Employment Opportunity Coordinator who shall administer the program and coordinate the activities of the agency Fair Practices Officers, EEO Officers, and Americans with Disabilities Act Officers;
 - (2) Establish an Equal Employment Opportunity Unit which will report directly to the Equal Employment Opportunity Coordinator to oversee the administration of an equal employment practices program consistent with the requirements of applicable federal and State law governing equal employment opportunity, the State Personnel and Pensions Article, and this Executive Order;
 - (3) Upon an appropriate showing by an agency, and consistent with State and federal law, permit any bona fide occupational qualification; and
 - (4) Take any action, not consistent with federal or State law, to resolve employee complaints of unfair employment practices.
- G. The head of each department or other independent unit in the Executive Branch shall, consistent with guidelines and regulations promulgated by the Secretary of Budget and Management:
 - (1) Appoint a Fair Practices Officer, and any Equal Employment Opportunity Officers, as required, for the appropriate implementation of the Equal Employment Opportunity Program in the department or unit;
 - (2) Ensure that the personnel practices in the department or unit are not discriminatory;
 - (3) Review disciplinary actions initiated against employees, employee grievances and complaints of discrimination to ensure the fair and equitable treatment of employees in their department or unit;
 - (4) Develop and implement policies that promote equal employment opportunity and work force diversification reflective of the availability of women, minorities, and persons with disabilities in the relevant labor market;
 - (5) Provide leadership and training to managers, supervisors and other employees in fair employment practices;

Appendix A

- (6) Ensure that designated Fair Practices and Equal Employment Opportunity
 Officers are known to all employees in their respective agencies and that these
 Officers have appropriate decision-making authority consistent with relevant
 federal and State law, this Executive Order, and personnel regulations;
- (7) Consult and cooperate fully with the Secretary of Budget and Management and the Statewide EEO Coordinator or their designees in investigating and resolving expeditiously complaints of discrimination or unfair employment practices;
- (8) Provide statistical and other information requested by the Secretary of Budget and Management regarding efforts to implement the department's or unit's Equal Employment Opportunity Program;
- (9) Develop and implement programs, activities and events to acknowledge and educate about diversity and cultural differences; and
- (10) Implement any decision of the Secretary of Budget and Management not consistent with the spirit or requirements of this Executive Order and federal or State law.
- H. Cabinet officials and other heads of departments or units are expected to lead by example in promoting fair employment practices and this Administration's policy of zero tolerance for employment discrimination.

ARTICLE II – COMPLAINTS OF DISCRIMINATION AND UNFAIR EMPLOYMENT PRACTICES

- A. It is the policy of this Administration that all complaints of discrimination or other unfair employment practices be thoroughly investigated and promptly resolved, as appropriate.
- B. The Statewide EEO Coordinator shall monitor the compliance and effectiveness of each agency's EEO program and make recommendations for improvement.
- C. The Secretary of Budget and Management shall develop and promulgate rules, regulations, and guidelines for the investigation and resolution of complaints of

Appendix A

discrimination or other unfair employment practices which shall include, at a minimum:

- (1) Provisions for resolving complaints informally whenever possible;
- (2) Provisions for employees to file complaints with the Fair Practices or Equal Employment Opportunity Officer for the department or unit;
- (3) Provisions for the review and resolution of any employment grievance, complaint involving discrimination or other unfair employment practices by the Secretary of Budget and Management prior to any appeal to the Office of Administrative Hearings;
- (4) Guidelines for cooperation with the investigation of any complaint of discrimination filed with the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations), the United States Equal Employment Opportunity Commission or any other agency authorized by law to conduct such investigations; and
- (5) Training programs for managers and supervisors in identifying and resolving complaints of discrimination or other unfair employment practices.
- D. No employee shall be harassed or otherwise retaliated against for filing a complaint of discrimination or other unfair employment practice, providing information in support of any such complaint or testifying, assisting or participating in any phase of an investigation of any unfair employment practice, or on the basis of his or her refusal to submit to a genetic test or make available the results of a genetic test.
- E. Discrimination or retaliation complaints by Fair Practices Officers, Equal Employment Opportunity Officers, or EEO Office Directors shall be filed with the head of the unit or their designee and may be appealed to the Statewide EEO Coordinator's Office.

ARTICLE III – COOPERATION WITH THE MARYLAND COMMISSION ON CIVIL RIGHTS (FORMERLY THE MARYLAND COMMISSION ON HUMAN RELATIONS) AND THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

A. In accordance with the requirements of applicable federal and State law governing equal employment opportunity, the State Personnel and Pensions Article, and this

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Executive Order, all heads of departments and units in the Executive Branch shall cooperate fully with the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations), the United States Equal Employment Opportunity Commission and any other federal or State agency investigating discrimination and duly comply with any validly adopted rules, regulations, and orders for effectuating the State's policies against discrimination and resolving complaints of discrimination.

- B. Every attempt shall be made to resolve complaints of discrimination within a department or unit; however, employees who file complaints of discrimination with agency Fair Practices Officers or Equal Employment Opportunity Officers shall be advised of their right to file a complaint with the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations) and the United States Equal Employment Opportunity Commission.
- C. The Secretary of Budget and Management shall establish guidelines which provide for agency participation in mediation or arbitration of employee complaints of discriminatory or unfair employment practices.
- D. If an employee of the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations) files a complaint of discrimination against a State agency, the Governor shall appoint an individual to perform the functions usually performed by the Commission.

ARTICLE IV-STATE ACTION

- A. Any employee of the State who violates the laws of this State pertaining to equal employment opportunity, this Executive Order or guidelines, rules and regulations promulgated pursuant thereto, will be subject to disciplinary action, up to and including dismissal from employment with the State.
- B. In performing services to the public, employees of this State will not discriminate against the public or individuals for any reason prohibited by law, nor shall they authorize the use of State facilities in the furtherance of any unlawfully discriminatory purpose or by any organization which unlawfully discriminates in its membership or policies.

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ARTICLE V – ACCOMMODATIONS

- A. Reasonable accommodation shall be provided for all qualified applicants for employment and State employees with disabilities, consistent with the requirements of federal and State law.
- B. Meetings, hearings, and employment tests shall be conducted in an accessible manner and location, as required by federal and State law.
- C. No employee shall be retaliated against for seeking a reasonable accommodation for a disability.
- D. Managers and Supervisors shall receive training concerning reasonable accommodations for disabilities.

ARTICLE VI – ANNUAL REPORTS

- A. The head of each principal department or unit in the Executive Branch shall, by October 15 of each year, or as otherwise requested, submit to the Secretary of Budget and Management an annual report of activities taken in the previous fiscal year to effectuate this Code of Fair Employment Practices. The report shall contain the information required by the Secretary of Budget and Management in a form consistent with the guidelines issued by the Secretary of Budget and Management.
- B. The Secretary of Budget and Management shall, by January 1 of each year, submit to the Governor an annual report on statewide equal employment opportunity practices. The Secretary of Budget and Management shall provide copies of the report to each department and unit, the General Assembly, and the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations).

ARTICLE VII – NOTICE TO EMPLOYEES

- A. The Secretary of Budget and Management shall publish the policies of this State with regard to its fair employment practices and make copies of the publication available to all agencies.
- B. Consistent with the requirements of federal and State law, the Secretary shall authorize an appropriate notice of State fair employment practices and the manner in which the notice is to be posted.

Appendix A

C. The heads of departments and units shall procure the publication and notice required by this Executive Order, furnish copies of the publication to all managers and supervisors and make it available to employees, and post the notice in the locations and manner required by the Secretary of Budget and Management.

Appendix B

Statewide Equal Employment Organizational Responsibility

Governor

On the 23rd day of January 2018, Governor Larry Hogan issued a new Standards of Conduct for Executive Branch Employees and Reporting of Misconduct, Executive Order 01.01.2018.08. Governor Hogan maintains integrity as the highest standard in Government of all state employees and expects every person who serves in the Executive Branch to adhere all applicable laws and regulations that provide equal opportunity for all Marylanders regardless of race, color, religion, gender, national origin, age, disability, sexual orientation, marital status or gender identity.

The Joint Committee on Fair Practices and State Personnel Oversight

The Joint Committee on Fair Practices and State Personnel Oversight was established in 2011 to replace the Legislative Joint Committee on Fair Practices which was originally created by the State Personnel Management System Reform Act of 1996. The Joint Committee is comprised of eight members; four members of the State Senate and four members of the House of Delegates. The Joint Committee has oversight over employment policies and personnel systems in the Executive Branch of State Government, equal employment opportunity policies and practices, and certain procurement practices.

Secretary of the Department of Budget and Management

In accordance with Section 5-204 of the State Personnel and Pensions Article, the Secretary oversees the Equal Employment Opportunity Program for Executive Branch agencies including agencies with independent personnel systems. This law specifically requires that the Secretary shall: administer the EEO Program in compliance with all State and federal laws governing equal employment opportunity; adopt regulations, policies, and directives to implement the Program; ensure that equal employment opportunity efforts are considered in evaluating the work performance of supervisors, managers, and directors of the Department; evaluate the equal employment efforts in each unit; enforce the provisions of the Code of Fair Employment Practices; and develop and submit to the Governor an annual report of the State's EEO Program.

Deputy Secretary Department of Budget and Management

The Deputy Secretary of the Department of Budget and Management is responsible for assisting the Secretary in implementing and overseeing the Equal Employment Opportunity program and ensuring its compliance with all State and federal laws governing equal employment opportunity and the Governor's Code of Fair Employment Practices.

Appendix B

Statewide Equal Employment Opportunity Coordinator

As provided in Section 5-206 of the State Personnel and Pensions Article, the Statewide Equal Employment Opportunity Coordinator administers and enforces the State's EEO Program. The Coordinator performs under the direction and supervision of the Deputy Secretary of the Department of Budget and Management. In complying with this mandate, the Coordinator is appointed to implement EEO laws, policies and procedures, as well as serve as the State's point of contact regarding EEO related concerns. The Coordinator also: reviews and investigates appeals of EEO findings and determinations by Executive and independent agencies; investigates appeals of EEO findings and alleged violations of the Code of Fair Employment Practices and the State Whistleblower statue; works with agency Fair Practices, EEO and ADA Officers to ensure they establish and maintain a diverse, non-discriminatory and accessible work place that is free of harassment and retaliation; plans and provides EEO-related training and education; and prepares the annual Statewide EEO report.

Secretaries and Heads of State Agencies

In accordance with Executive Order 01.01.2007.16, each Secretary and agency head is responsible for ensuring compliance with the State's EEO Program within his or her respective Executive Branch agency. This includes Secretaries and agency heads with independent personnel systems. These responsibilities include: appointing a Fair Practices Officer and an Equal Employment Opportunity Officer; ensuring that the personnel practices in the department or unit are not discriminatory; reviewing disciplinary actions initiated against employees to ensure fair and equitable treatment; developing and implementing policies that promote equal employment opportunity and workforce diversification; and providing leadership and training to managers, supervisors and other employees in fair employment practices.

Fair Practices Officer

In accordance with State law, the Fair Practices Officer shall: implement the EEO Program within the unit; investigate and, as appropriate, resolve complaints of alleged discrimination or unfair employment practices; and coordinate the activities of the equal employment opportunity offices in the unit. The Fair Practices Officer must report to the head of the agency and be an assistant secretary or an employee of the unit with stature similar to that of an assistant secretary.

Appendix B

Equal Employment Opportunity Officer

State law mandates that the Equal Employment Opportunity Officers: enforce the State's EEO Program and monitor compliance with State and federal EEO laws; investigate and resolve all internal agency employee discrimination and unfair employment complaints; monitor personnel actions adopted by the unit and ensure implementation is in compliance with all State and federal EEO laws; respond to plans and direct various programs, including equal employment opportunity, contract compliance, training and community relations; respond to complaints and requests for information from external adjudications and enforcement agencies; assist in developing EEO goals; and monitor personnel actions.

Americans with Disabilities Act (ADA) Officers

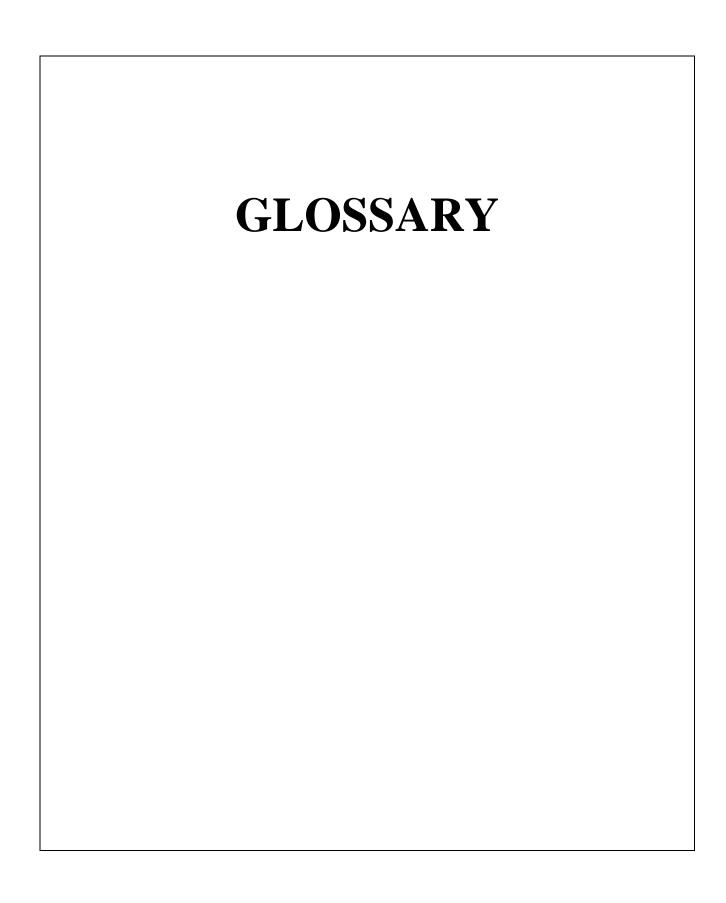
The ADA Officers are responsible for advising employees and managers on issues relating to Title 1 of the Americans with Disabilities Act. These include making determinations regarding an employee's eligibility under the ADA, recommending and implementing reasonable accommodations, and ensuring an accessible work place.

Appendix C

AGENCY	ACRONYM	FAIR PRACTICES	EEO	ADA
Administrative Hearings, Office of	OAH	Dennis Krysiak	Janet Cora	Janet Cora
African American History & Culture, MD Museum of	MAAMC	Vacant	Dave Ferraro	Dave Ferraro
Aging, MD Dept of	MDOA	Bonnie Glick	Susan Taylor	Bonnie Glick
Agriculture, MD Dept of	MDA	Eric Von Paris	Kay-Megan Washington	Momoh Conteh
Archives, MD State	MSA	Teresa Fawley	Christopher Haley	James Watson
Assessment and Taxation, State Dept of	SDAT	Michael Higgs, Jr.	Grant Chism	Grant Chism
Attorney General, Office of the	OAG	Elizabeth Harris Carolyn Quattrocki Beverly Pivec	Elizabeth Harris Carolyn Quattrocki Beverly Pivec Zenita Hurley	Yolanda Colkley
Automobile Insurance Fund, MD	MAIF	Delaine McMath	Eric Toney Stacey Wyche	Delaine McMath
Baltimore City Community College	BCCC	Michelle Williams	Priscilla Johnson	Priscilla Johnson
Baltimore City Sheriff's Office	BCS	Eness Brown	Tyra Stewart	Cheri Walker
Bowie State University	BOWIE	Sheila Hobson	Adonna Green	Michael Hughes
Budget and Management, Dept of	DBM	Marc Nicole	Debra Mack	Debra Mack
Canal Place	CANAL	Deidra Ritchie	Nicole Gray	Deidra Ritchie
Commerce, Dept of	COMMERCE	Daniel Leonard	Daniel Leonard	Daniel Leonard
Commission on Civil Rights, MD	MCCR	Rosina Garrett	Rosina Garrett	Rosina Garrett
Comptroller, Office of the	COMP	Paulette Walker	Paulette Walker	Paulette Walker
Coppin University	CSU	Lisa Early	Lisa Early	Lisa Early
Deaf, MD School for the	MSD	Anny Currin Malibu Barron	Anny Currin Cyndi Fries	Anny Currin
Education, MD State Dept of	MSDE	Amalie Brandenburg	Kim Johnson	Kim Johnson
Elections, State Board of	SBEL	Nikki Charlson	Erin Perrone	Whitney LeRoux
Environment, MD Dept of the	MDE	Horacio Tablada	Linda Mason	Linda Mason
Environmental Services, MD	MES	Beth Wojton	Donna Oliff	Jewel White
Food Center Authority, MD	MFCA	Margaret (Peggy) Torre	Amy Broadwater	Amy Broadwater
Frostburg State University	FSU	Beth Hoffman	Beth Hoffman	Beth Hoffman
General Services, Dept of	DGS	Nelson Reichart	Nelson Reichart	Tonya Sturdivant
Governor, Office of the/Executive Dept.	GOV	Mona Vaidya	Mona Vaidya Lili Zimmerman	Lili Zimmerman
Health, MD Dept of	MDH	Keneithia Taylor	Keneithia Taylor Delinda Johnson-Blake	Delinda Johnson-Blake
Health Benefit Exchange, MD	MHBE	Michele Eberle	Aaron Jacobs	Aaron Jacobs
Higher Education Commission, MD	MHEC	Geoffrey Newman	Jon Enriquez	Aubrey Bascombe
Historic St Mary's City Commission	HSMC	Shannon Jarboe	Melvin McClintock	Melvin McClintock
Housing and Community Development, Dept of	DHCD	Gordon Outlaw	Gordon Outlaw Allegra Hollins	Gordon Outlaw Allegra Hollins
Human Services, Dept of	DHS	Gerald Stansbury	Cheryl Edwards	Marah Benjamin
Information Technology, Dept of	DoIT	Chris Carroll	Debra Mack	Debra Mack
Institute for Emer Medical Servs Systems, MD	MIEMSS	Pat Gainer	James Brown	Jeannie Abramson
Insurance Administration, MD	MIA	Nancy Grodin	Kyia Underwood	Kyia Underwood
Judiciary, MD	JUD	Warren Hedges	Warren Hedges	Warren Hedges
Juvenile Services, Dept of	DJS	Joseph Cleary	Denise Bean	Denise Bean

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AGENCY	ACRONYM	FAIR PRACTICES	EEO	ADA
Labor, Licensing and Regulation, Dept of	DLLR	Yvette Dickens	Yvette Dickens	Yvette Dickens
Lottery & Gaming Control Agency, Maryland State	MSLA	Gina Smith	Darryl Massey	Gina Smith
Maryland 529	CSPM	Pamela Perez	Pamela Perez	Pamela Perez
Military Department	DMIL	Nathan Crum	Kirsten Williamson	Kirsten Williamson
Morgan State University	MSU	Tanyka Barber	Tanyka Barber	Tanyka Barber
Natural Resources, Dept of	DNR	Joanne Throwe	Richard Allen	Richard Allen
People's Counsel, Office of	PCPS	Seva Diakoparakevas	Seva Diakoparakevas	Seva Diakoparakevas
Planning, MD Dept of	MDP	Jeffrey Cann	Harold Muncy	Jeffrey Cann
Police, MD State	MSP	Carolyn Brown	Jeffrey Cann Carolyn Brown	Rita Wheeler
Police, MD State	WISP	Carolyn Brown	First Seargeant Nicole A. Forchion	Kita wheeler
Property Tax Assessment Appeals Board	PTAAB	Julie Greene	Julie Greene Kent Finkelsen	Julie Greene
Public Broadcasting Commission, MD	MPT	Colette Colclough	Colette Colclough	Susan Schmitt
		Susan Schmitt	Susan Schmitt	
Public Defender, Office of	PDS	Becky Feldman	Lynn Bellamy	Lynn Bellamy
Public Safety and Correctional Services, Dept of	DPSCS	Paula Green-Holt	David Hughley	Mia Johnson
			Lisa Kelly Ryan Coleman	
			Mia Johnson	
Public School Construction Program	PSCP	Amalie Brandenburg	Kim Johnson	Kim Johnson
Public Service Commission	PSC	Terry Romine	Vincent Tyler	Terry Romine
Retirement and Pension Systems, MD State	MSRA	Patricia Fitzhugh	Melody Countess	Jackie Wallace
Salisbury University	SU	Humberto Aristizabel	Humberto Aristizabel	Humberto Aristizabel
St. Mary's College of Maryland	SMCM	Shannon Jarboe	Melvin McClintock	Melvin McClintock
Stadium Authority, MD	STAD	Jocelyn Grogan-Jones David Raith	Jocelyn Grogan-Jones	Gary McGuigan
State Prosecutor, Office of	SPO	Genie Gunthrop	Genie Gunthrop	Genie Gunthrop
Subsequent Injury Fund	SIF	Lisa Sievers	Lisa Sievers	Lisa Sievers
Supplemental Retirement Plans, MD	MSRP	Anna Marie Smith	Anna Marie Smith	Anna Marie Smith
Tax Court, MD	MTC	John Hearn	John Hearn	John Hearn
Towson University	TU	Vacant	Vacant	Erica Arrington Crystal Tenan
Transportation, MD Dept of	MDOT	Louis Jones	Juanita Cobbs	Juanita Cobbs
MD Aviation Administration	MAA	Angela Martin	Leon Patterson	Leon Patterson
MD Port Administration	MPA	Wanda Forman	Wanda Forman	Tiachia Soto
MD Transit Administration	MTA	Bart Plano	Emmanual Ansah	Debra Johnson
MD Transportation Authority	MDTA	Percy Dangerfield	Paris Lee, Sr. Denise Green	Paris Lee, Sr.
Motor Vehicle Administration	MVA	Carla Loving	Genice Fowler Yvette Brown	Yvette Brown
State Highway Administration	SHA	Wanda Dade	Pamela Jenkins-Dobson	Pamela Jenkins-Dobson
Treasurer, Office of the	TREA	Bernadette Benik	Cissy Blasi Shelly Reid	Shelly Reid
Uninsured Employer's Fund	UEF	Andrew Anderson	Andrew Anderson	Andrew Anderson
University System of MD University of Baltimore	UMS UB	Chevonie Oyegoke Sally Reed-Aro	Chevonie Oyegoke Sally Reed-Aro	Lyn McDonald Rebecca Spence
University of MD, Baltimore	UMB	Sheila Blackshear	Sheila Blackshear	Sheila Blackshear
University of MD, Baltimore County	UMBC	Bobbie Hoye	Bobbie Hoye	Bobbie Hoye
University of MD, College Park	UMCP	Jewel Washington	Andrea Goodwin Steven Petkas	Jo Ann Hutchinson
University of MD, Eastern Shore	UMES	Jason Casares	Jason Casares	Jason Casares
University of MD University College	UMCES	Lisa Ross	Lisa Ross	Lisa Ross
University of MD, University College Veteran's Affairs, Dept of	UMUC MDVA	Kheshia Cashwell Peter Pantzer	Kheshia Cashwell Peter Pantzer	Steven Alfred Peter Pantzer
Worker's Compensation Commission	WCC	Theresa Cornish	James E. Moore,III	James E. Moore,III



GLOSSARY

- **AFFIRMATIVE ACTION:** Those actions appropriate to overcome the effects of past and present practices, policies or other barriers to equal employment opportunity.
- **APPOINTMENT:** Filing a position with a qualified candidate and does not include a reassignment.
- **CAREER REINVESTMENT PROGRAM:** The program created by the Office of Personnel Services and Benefits to facilitate the movement of laid-off or separated employees and employees with disabilities into other skill areas.
- **CIVILIAN LABOR FORCE:** The number of persons 16 years of age and over, (except those in the armed forces), who are employed or who are unemployed and seeking employment in the geographic area from which an employer would recruit. (United States Department of Labor)
- **COORDINATOR:** The Statewide Equal Employment Opportunity Coordinator (Annotated Code of Maryland, State Personnel and Pensions Article, § 5-206).
- **DEMOTION:** A change from one class to another class with a lower maximum rate of compensation.
- **DESIGNATED POLITICAL SPECIAL APPOINTMENT:** Those job functions that satisfy the political appointment criteria as stated in the law. These include:
 - 1. Administrative support work for an Executive Service official or agency head;
 - 2. Special Assistant to an Executive Service official or agency head;
 - 3. Legislative Liaison or Director of Government Affairs;
 - 4. Public Information Officer or Director of Communications;
 - 5. Chief of Staff or Primary Executive Administrator for an agency;
 - 6. Certain positions in the Office of the Attorney General, as provided in § 6-105 of the State Government Article.

DISABILITY: With respect to an individual –

- 1. a physical or mental impairment that substantially limits one or more of the major life activities of such individual:
- 2. a record of such an impairment; or
- 3. being regarded as having such impairment. (Americans with Disabilities Act, Title I, vol. 42, United States Code § 12102, et seq. 1990).

EXECUTIVE SERVICE:

- (a) *Executive Branch* Except as otherwise provided by law, the following positions in the Executive Branch of State government are in the executive service:
 - (1) the chief administrator of a principal unit or a comparable position that is not excluded from the State Personnel Management System under § 6-301 of this title as a constitutional or elected office; and
 - (2) a deputy secretary or assistant secretary of a principal unit or a position that the Secretary determines has similar stature.
- **Other positions** The executive service includes any other position that is determined by the Secretary to be in the executive service. (Annotated Code of Maryland, State Personnel and Pensions Article, § 6-404).
- **EXTERNAL COMPLAINT:** A complaint filed with the Maryland Commission on Civil Rights, Department of Justice, Courts, and/or Equal Employment Opportunity Commission.
- **INTERNAL COMPLAINT:** A complaint received at the originating agency and/or appealed to the Office of Statewide Equal Employment Opportunity Coordinator.

MANAGEMENT SERVICE:

- (a) *Executive Branch* Except as otherwise provided by law, a position in the Executive Branch of State government is in the management service if the position:
 - (1) primarily involves direct responsibility for the oversight and management of personnel and financial resources;
 - (2) requires the exercise of discretion and independent judgment; and
 - (3) is not in the executive service.
- **Other positions** –The management service includes any other position that is determined by the Secretary to be in the management service. (Annotated Code of Maryland, State Personnel and Pensions Article, § 6-403).

- **NEW HIRES:** An employee who was hired for the first time or rehired after a break in service for permanent full-time employment.
- **PERMANENT PART-TIME EMPLOYEE:** An employee who works an average of 50% or more but less than 100% of the regular workweek. (Annotated Code of Maryland, State Personnel and Pensions Article, § 7-701).
- **PRINCIPAL UNIT:** A principal department or other principal independent unit of State government.

PROFESSIONAL SERVICE:

- (a) *Executive Branch* Except as otherwise provided by law, a position in the Executive Branch of State government is in the professional service if the position:
 - (1) requires knowledge of an advanced type in a field of science or learning customarily acquired by a course of specialized intellectual instruction and study; and (2) normally requires a professional license, advanced degree, or both.
- (b) *Other positions* The professional service includes any other position that is determined by the Secretary to be in the professional service. (Annotated Code of Maryland, State Personnel and Pensions Article, § 6-402).
- **PROGRAM:** Equal Employment Opportunity Program established under the Annotated Code of Maryland, State Personnel and Pensions Article, Title 5.
- **PROMOTION:** A change from one class to another class with a higher maximum rate of compensation.
- **PROMOTIONAL CANDIDATE:** An employee in a non-temporary position in the skilled or professional services who is not a special appointment.
- **PROTECTED GROUP:** A group that is specifically protected by Maryland law from discrimination.

SKILLED SERVICE:

- (a) Executive Branch Except as provided in this title or otherwise provided by law, all positions in the Executive Branch of State government that are included in the State Personnel Management System are in the skilled service.
- **(b) Judicial Branch** Except as otherwise provided by law, the following positions in the Judicial Branch of State government are in the skilled service.
 - (1) clerical and administrative positions in the District Court of Maryland; and
 - (2) full-time constables in the District Court of Maryland.
- (c) Other positions The skilled service includes any other position that is specified by law to be in the service. (Annotated Code of Maryland, State Personnel and Pensions, Article § 6-401).
- **SPECIAL APPOINTEES:** Except as otherwise provided by law, individuals in the following positions in the skilled service, professional service, management service, or executive service are considered special appointments:
 - (1) a position to which an individual is directly appointed by the Governor by an appointment that is not provided by the Maryland Constitution;
 - (2) a position to which an individual is directly appointed by the Board of Public Works;
 - (3) as determined by the Secretary, a position which performs a significant policy role or provides direct support to a member of the executive service;
 - (4) a position that is assigned to the Government House;
 - (5) a position that is assigned to the Governor's Office; and
 - (6) any other position that is specified by law to be a special appointment. (Annotated Code of Maryland, State Personnel and Pensions Article, § 6-405).
- **UNDER-UTILIZATION:** Having a lower number of protected group employees in the overall work force and within categories than would reasonably be expected by their availability in the relevant Civilian Labor Force.
- **UNIFORM POLICE:** Used exclusively for uniformed police positions at the Maryland State Police Not used for other police positions.
- **UTILIZATION ANALYSIS:** A statistical comparison of an agency's workforce in various job categories with the relevant Civilian Labor Force.

Racial/Ethnic Categories

White (*not of Hispanic origin*): A person having origins in any of the original peoples of Europe, the Middle East, North Africa.

African-American (*not of Hispanic origin*): A person having origin in any of the black racial groups of Africa.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North or South America, including Central America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian: A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Pacific Islander: All persons having origins in any of the original peoples of the Hawaii, Guam, Samoa, or other Pacific Islands.

Multiracial: Two or more races.

Description of Job Categories

<u>Officials and Administrators</u>: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division and fire chief and inspectors, examiners (*bank, hearing, motor vehicle, warehouse*), inspectors (*construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation*), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

<u>Professionals</u>: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

<u>Protective Service Workers</u>: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (*except maintenance*), and kindred workers.

Sworn police officer: means a law enforcement officer who in an official capacity is authorized by law to make arrests; and is within the Secretary's salary setting authority.

<u>Administrative Support</u>: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and grounds keepers, refuse collectors, construction laborers, park rangers, (*maintenance*), farm workers (*except managers*), craft apprentices/trainees/helpers, and kindred workers.

<u>Skilled Craft Workers</u>: Occupations in which workers perform jobs, which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work, which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, kindred workers.

<u>Technicians</u>: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (*medical*, *dental*, *electronic*, *physical sciences*), police and fire sergeants, inspectors (*production or processing inspectors, testers and weighers*), and kindred workers.