
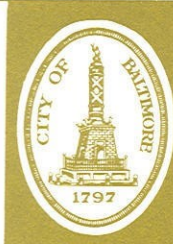


| | | | | |
|-------------|-----------------------|--|---|--|
| FROM | NAME & TITLE | Gladys B. Gaskins, Director  | CITY of BALTIMORE MEMO |  |
| | AGENCY NAME & ADDRESS | Department of Human Resources 201 E. Baltimore St. – Ste. #300 | | |
| | SUBJECT | City Council Bill No. 08-0053R Informational Hearing-Suspension Practices | | |

DATE: July 18, 2008

TO

The Honorable Stephanie Rawlings-Blake and
Members of the Baltimore City Council
City Hall, Room 406
100 N. Holliday Street

The Department of Human Resources supports City Council Resolution 08-0053R with the following recommendations. This resolution is requesting an informational hearing on the suspension practices of city agency supervisors. The Department of Human Resources, Department and Union Heads shall brief the Council on the suspension process and practices.

Currently, the Department of Human Resources administers policies, which outline suspension practices and procedures. Additionally, the Department of Human Resources supports these policies through education and training. However, the actual application of suspension policies rests solely within the domain of the Department Head and the individual agency.

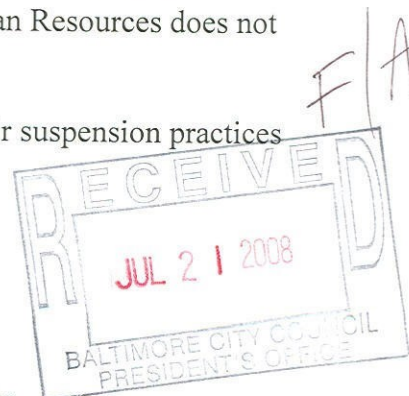
Current Suspension Policies

Baltimore City Personnel Manual Policy # 350 (Discipline) provides the foundation for the process. This policy defines the role of the supervisor and the forms of disciplinary action. A detailed list of preliminary steps to suspension is provided for guidance. An alleged failure to follow this process is the essence of this Resolution.

Civil Service Rule 54 also governs the suspension process. Absent a criminal offense employees may be suspended not to exceed 30 calendar days for misconduct and negligence. Civil Service Rules 40 and 56 provide the standards of conduct and performance for city employees as well as the specific causes for suspension.

Certain administrative policies such as Substance Abuse, Attendance Standards and Workplace Violence (AM-227-1) have disciplinary actions in the body of the policy. Finally, some agencies develop specific policies that call for suspension of their employees under certain circumstances. The Department of Human Resources does not have jurisdiction over these policies.

City of Baltimore employees have an opportunity to address unfair suspension practices via the grievance process (AM-210-1).



Visit our website @ www.baltimorecity.gov

Recommendation

The Department of Human Resources supports a discussion that would provide greater understanding of the current suspension practices and procedures. This year alone approximately 472 employees have received training on the disciplinary process. The disciplinary process is presented in supervisory training class as well as the performance appraisal class. The Department of Human Resources will continue to provide the necessary tools for managers and supervisors to treat employees in a fair and equitable manner. We encourage all employees to participate in these training programs. Hopefully, by participating in training and education classes Department Heads and agencies will be able to properly assess workplace situations and to apply the disciplinary process in a just and reasonable manner. Finally, it has become apparent that some employees may not be aware of the fact that unfair suspension practices may be grieved. Therefore, the Department of Human Resources recommends that notice of the right to grieve should be included in all disciplinary letters.

GBG:pjb