



PERSONNEL ACTIONS

Directive 3 - 104

Date Issued: July 2013 Amends/Cancel: G.O. 08-02

I. PURPOSE

In order to promote continuity and efficiently manage Detachments & units the Department of General Services Maryland Capitol Police (DGS-MCP) will require all members to make personnel action notifications through the chain of command.

II. POLICY

All members of DGS-MCP will make notification of personnel actions through the chain of command in a timely manner.

III. PROCEDURES

A. The following personnel actions will be reported to personnel and payroll through the chain of command in a timely manner. Employees are not to reach out to aforementioned DGS support units without contacting their supervisor. This list is not intended to be all inclusive and any change in duty status that could adversely effect the daily management of a shift, detachment, or DGS-MCP needs to be reported as quickly as possible. Any modification(s) to submitted time sheets must be done by supervision; this includes required medical documentation, changing leave codes, or reporting overtime.

1. Retirement
2. Entry into the DROP program
3. Military leave
4. Accident leave
5. Requests for extended leave
6. Requests to use leave from the State Employee Leave Bank
7. Requests for use of leave from the Leave Donation Program

- B. In addition to the appropriate personnel action forms, a Form 13 should be submitted through the Chain of Command stating your intentions to modify your current duty status.
- C. Any member of DGS-MCP who intends on retiring or using a form of extended leave must notify DGS-MCP of their intentions at least thirty days prior to the effective date.
- D. Changes in Personal Information:
 - 1. All employees of the DGS-MCP will report any change of name, home address, or telephone number within three working days of such change.
 - 2. The employee will submit, in writing the changes to his supervisor. The original will be forwarded to the Detachment Commander who in turn will forward to Headquarters for inclusion into the Master Roster.
 - 3. Headquarters will forward a copy of the Change of Information to the DGS Personnel Division.
 - 4. Detachment Commanders are ultimately responsible for ensuring all changes in personal information are coordinated with DGS Personnel Division.
- E. This Directive is not intended to exclude employees from ensuring their leave account is being credited properly. Nor is it intended to discourage employees from making sure they are properly reimbursed for overtime worked. These issues need to be staffed by first line supervisors to ensure continuity within DGS-MCP.