



PERSONNEL ADMINISTRATION AND AUTHORITY NON-SWORN

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I. Purpose

The purpose of this Written Directive is to establish the authority of the Associate Vice President for Public Safety and to provide background information on employee appointment, promotion, termination, certification, leave and discrimination.

II. Policy

It shall be the policy of the University of Maryland Baltimore Police Force (UMBPF) that all members follow organizational principles as established in this Written Directive.

III. Authority of the Associate Vice President for Public Safety

The Associate Vice President for Public Safety shall appoint, promote and/or terminate employees as deemed necessary for the efficient administration of the UMBPF. Appointments to classified positions will be made from a list of eligible candidates prepared by the UMB Human Resource Services.

IV. University/UMBPF Policy

A. Leave

Each employee will be granted annual, personal, holiday, sick or military leave as earned. All leave types are available from the date of employment based on accumulation.

B. Overtime

Extra compensation will be granted to employees who work beyond regular hours or prescribed tours of duty.

C. Grievances

The UMBPF recognizes that legitimate problems and differences may develop between the employee and the supervisor. When problems develop, the employee can turn to the formal grievance procedure in order to be heard.

D. Equal Opportunity Employer

UMBPF is an equal opportunity institution with respect to both education and employment. The policies of the University's programs and activities are in conformance with pertinent federal, state and local laws and regulations regarding non-discrimination. This includes race, color, religion, national origin or ancestry, age, sex or sexual orientation, gender identity or expression, physical or mental disability, marital status, protected veteran's status, or political affiliations.

E. Amendments and Revisions

Amendments, revisions, or additions to this manual may be implemented by the Associate Vice President for Public Safety at any time.

Antonio Williams, MS
Associate Vice President for Public Safety
Chief of Police