

FSU Procedures
USM Policy on Employee and Applicant Disclosure of Misconduct for Nonexempt and Exempt Staff Employees and Applicants for USM Staff Positions

(Approved by the USM Board of Regents, December 13, 1996; Amended February 21, 2003;
Amended October 9, 2015.

I. Purpose

Administration of USM Policy VII-2.30 – Policy on Employee and Applicant Disclosure of Misconduct for Nonexempt and Exempt Staff Employees and Applicants for USM Staff Positions.

II. Definitions

A. Applicant – Any USM or other state of Maryland employee or any external individual who is an applicant for a USM job.

B. Adverse Personnel Action – any such actions as: a disciplinary suspension; a decision not to promote; a decision not to grant a salary increase; a decision not to hire; a termination; an employee's performance is generally evaluated as unsatisfactory; an involuntary resignation; an involuntary retirement; an involuntary reassignment to a position with demonstrably less responsibility or status as the one held prior to the reassignment; or an unfavorable change in the general terms and conditions of employment.

III. General Guidelines

The Office of Human Resources (OHR) is designated as administrator of the afore-referenced policy. All questions regarding FSU procedures in regard to the policy should be referred to that office.

IV. Other

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written portions of this procedure.

V. References

USM Policy VII -2.30, Employee and Applicant Disclosure of Misconduct for Nonexempt and Exempt Staff employees and Applicants for USM Staff Positions.

All policies and procedures are available on:

- FSU Web Page
- USM Web Page