



Maryland Department of Budget and Management Office of the Statewide EEO Coordinator

Equal Employment Opportunity Program Checklist

(Executive Branch agencies)

The purpose of this checklist is to guide Fair Practices Officers, EEO Officers, and ADA Coordinators in ensuring their agency's Equal Employment Opportunity Program is compliant with State Personnel and Pensions (SPP), Title 5, Subtitle 2; Code of Maryland Regulations (COMAR) 17.04.08.03. Equal Employment Opportunity Program; Executive Order 01.01.2007.16 Code of Fair Employment Practices, as well as applicable State policies and procedures.

State Personnel and Pensions Requirements	Yes	No
The head of the principal unit has appointed a Fair Practices Officer, who is an assistant secretary or an employee of the unit with a stature similar to that of an assistant secretary in compliance with SPP 5-207.		
The Fair Practices Officer reports directly to the head of the unit in compliance with SPP 5-207.		
An appropriate number of EEO Officers have been hired for the agency in compliance with SPP 5-207.		
The Fair Practices Officer, EEO Officer and ADA Coordinator read and understand the requirements of SPP 5-201 - SPP 5-214.		
The EEO Officer monitors all personnel actions adopted by the unit in compliance with SPP 5-207(d)(1).		
EEO complaints are investigated in compliance with SPP 5-212.		
Bullying in the Workplace complaints that include a protected basis are investigated in compliance with SPP 5-212.		
Two hours of Sexual Harassment Prevention Training is provided to all newly hired employees within 6 months of their initial appointment and every two-year period thereafter, in compliance with SPP 2-203.1.		
Code of Maryland Regulations Section 17.04.08.03. Equal Employment Opportunity Program		
The Fair Practices Officer, EEO Officer and ADA Coordinator read and understand the requirements of COMAR Section 17.04.08.03.		
Orientation, training, and advice is provided to managers and supervisors to assure their understanding and implementation of the equal employment opportunity policy.		



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The agency complies with the Americans with Disabilities Act; provides reasonable accommodations to the known physical or mental limitations of qualified applicants and employees with disabilities unless accommodation would impose an undue hardship on the operation of the unit's program.		
A system has been established to periodically evaluate the effectiveness of the unit's overall equal employment opportunity effort.		
EEO materials in accordance with legal requirements are posted and made available to all employees, which includes, but is not limited to, the names, business telephone numbers, and business addresses of the State EEO Coordinator and the unit's Fair Practices Officer, EEO Officers and ADA Coordinator, and time limits applicable to the filing of a discrimination complaint under State and Federal laws.		
The head of the unit is advised regarding the preparation of equal employment opportunity plans, procedures, reports, and other matters related to the unit program.		
The Fair Practices Officer periodically evaluates the sufficiency of the unit program for equal employment opportunity and recommend to the head of the unit any changes needed, including remedial or disciplinary action with respect to unit employees who have failed in their responsibilities; with the authorization of the head of the unit, make changes in programs and procedures designed to eliminate discriminatory practices and to improve the unit's program for equal employment opportunity.		
Executive Order 01.01.2007.16 Code of Fair Employment Practices		
The Fair Practices Officer, EEO Officer and ADA Coordinator read and understand the requirements of this executive order.		
Office of the Statewide EEO Coordinator – Best practices and recommendations		
The EEO team has contacted the Maryland Department of Budget and Management, Office of the Statewide EEO Coordinator at oseeoc.dbm@maryland.gov or 410-767-3800 to inform them of the agency's designated Fair Practices Officer, EEO Officer, and ADA Coordinator. (Note: This information will be included in a database to ensure all notices are sent to these individuals).		
The EEO team has subscribed to the quarterly EEO Connection newsletter by sending an email to oseeoc.dbm@maryland.gov		
The EEO team regularly participates in professional development opportunities coordinated by the OSEEOC. See the "Education and Outreach" tab with the training descriptions on the OSEEOC website. https://dbm.maryland.gov/eeo/Pages/EEOEducatioOutreach.aspx		
Register for trainings/meetings via the latest edition of the EEO Connection newsletter via https://dbm.maryland.gov/eeo/Pages/EEOPublications.aspx		



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The EEO team will contact the OSEEOC as needed with questions, guidance and to address concerns.		