



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

Equal Employment Opportunity Program Overview Outline

for **New Hire Orientation presentation**

The purpose of this outline is to guide Fair Practices Officers and EEO Officers with developing an overview of their agency's internal EEO program to be included as a segment in their agency's new hire orientation presentation. This outline must be modified, as appropriate, to include details specific to the agency, as well as conform with the agency's orientation format.

Overview: The purpose of this overview is to educate newly hired employees about the agency's commitment to equal employment opportunity (EEO) and the role and responsibility of the EEO unit.

Duration: 30 minutes, which includes a question-and-answer session.

Target audience: State of Maryland government employees within the executive branch, pin (full-time and part-time), contractual and temporary hires.

Location: Virtual or in person facilitation

Objectives:

1. Employees will gain an introduction to the State of Maryland government's EEO program and agency's internal EEO program.
2. Employees will learn about all applicable Federal and State EEO laws and State of Maryland policies and procedures.
3. Employees will learn how to request ADA reasonable accommodations.
4. Employees will learn how to file an internal and external EEO complaint.
5. Employees will learn about mandatory EEO training.

Section 1: Welcome

- a) Welcome.
- b) Introduction of the agency's EEO team members.
- c) State of Maryland governments EEO program overview.
- d) Overview of the agency's EEO program.
- e) Role and responsibilities of the agency's Fair Practices Officer, EEO Officer, and ADA Coordinator.

Section 2: Equal Employment Opportunity in the workplace

- a) Define equal employment opportunity (EEO), who it applies to, when it applies and why it is important.



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- b) Explain prohibited practices that would violate various employment policies as related to recruitments, application and hiring, job advertisements, job assignments and promotions, pay and benefits, discipline and termination, training, and development etc.

Section 3: State of Maryland Nondiscrimination Laws, Policies, and Types of Discrimination

- a) Annotated Code of Maryland, State Personnel and Pensions (SPP) Article, Title 5
- b) Code of Maryland Regulations (COMAR), Section 17.04.08.03, Equal Employment Opportunity Program
- c) Executive Order 01.01. 2007.16, Code of Fair Employment Practices
- d) Annotated Code of Maryland, State Government Article, Title § 20-602
- e) Reasonable Accommodations Policy and Procedures
- f) Sexual Harassment Policy and Procedures
- g) Sexual Harassment Prevention Training Mandate – SPP § 2-203.1

Section 4: ADA Reasonable Accommodation Requests and the Interactive Process

- a) State of Maryland Reasonable Accommodation Policy and Procedure.
- b) Define reasonable accommodation.
- c) Explain how to request an accommodation (i.e. verbally or in writing).
- d) Define the interactive process.
- e) Discuss the role of the ADA Coordinator.
- f) Discuss ADA confidentiality.

Section 5: Rights to File an Internal or External EEO Complaint

- a) State of Maryland Equal Employment Opportunity (EEO) Complaint procedures.
- b) Maryland Commission on Civil Rights (MCCR) complaint procedures.
- c) U.S. Equal Employment Opportunity Commission (EEOC) complaint procedures.

Section 6: Mandatory Training Requirements and Timelines for Completion

- a) Sexual Harassment Prevention Overview.
- b) Equal Employment Opportunity (EEO) Overview.
- c) ADA Overview.

Section 7: Question and Answer Session