



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

Definitions of Terms

Purpose: The purpose of this document is to provide definitions of commonly used terminology within the Statewide EEO community when completing investigations, forms, etc.

Administrative Closure: A determination used for an investigation closed for administrative reasons without a determination based on the merits, which may include lack of authority, untimeliness, complainant requests withdrawal to pursue alternative options, etc.

Appeal: A written request from the complainant to the Statewide EEO Coordinator after the issuance of a written decision by the head of the principal unit.

Complainant: A job applicant or employee who files a complaint.

External Complaint: A complaint filed by a job applicant or employee with the Maryland Commission on Civil Rights, U.S. Equal Employment Opportunity Commission, U.S. Department of Justice, or a court.

Finding of Violation: A determination based on the evidence obtained in the investigation that alleged violation **did** occur.

Internal Complaint: A complaint filed by a job applicant or employee with the originating state government agency's Equal Employment Opportunity Office.



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Mediation: A form of alternative dispute resolution in which an independent third party (mediator) assists the parties involved in a dispute or negotiation to achieve a mutually acceptable resolution of the points of conflict.

No Finding of Violation: A determination based on the evidence obtained in the investigation that alleged violation **did not** occur.

Personnel Action: An action involving the employee that may include an appointment, promotion, disciplinary or corrective action, acting capacity, reassignment, reclassification, reinstatement, performance appraisal, decision affecting compensation, benefits, training, or any other matter which significantly affects an individual's compensation, terms, conditions, or privileges of employment.

Respondent: An individual or agency who is subject to allegations of a complaint.

Written Decision: A document issued to the complainant by the head of the principal unit in accordance with SPP 5-212(2), that is based on the report of investigation and the proposed decision recommended by the equal employment opportunity officer.

References:

[Code of Maryland Regulations, Title 17 Department of Budget and Management, Subtitle 04 Personnel Services and Benefits, Chapter 08 Employee Rights and Protections.](#)

[State Personnel and Pensions Article, Title 5, Subtitle 2.](#)