

MARYLAND DEPARTMENT OF
NATURAL RESOURCES



Employee Resource Guide

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INTRODUCTION

Navigating the Guide



Heading Links

When you see this hand icon next to an underlined heading throughout the guide, click the heading to follow a link.

Table of Contents

You can quickly jump to any section by clicking its title in the Table of Contents. To return, use the “BACK TO TABLE OF CONTENTS” link at the bottom of each page.

Connect to the DNR Network

For the best experience and full access to all content, we recommend connecting to DNR’s network while using the Employee Resource Guide.

Future Updates

This guide will be updated regularly to keep information current and accurate. You can always find the latest version on the DNR Intranet.

INTRODUCTION

Welcome to DNR

Welcome to the Maryland Department of Natural Resources!

DNR is a growing, innovative workplace, and we are happy to welcome you to the team.

As the chief steward of Maryland's natural resources, our agency strives to build resiliency throughout the state by using data and partnerships to improve ecological, social, and economic outcomes for all communities. Our biggest tool in this effort is the creativity and hard work of our employees. Simply put, we would not be successful in achieving our natural resources mission and objectives without you.

The work of our agency is as diverse as the Maryland terrain we protect and conserve. From the lowlands of the Atlantic coastal plain to the heights of the Appalachian Mountains you will find DNR's skilled team of professionals working for our fish, forests, waters, and wildlife, as well as connecting the people of Maryland to the natural world around them.

All of DNR's work has a significant impact on Maryland's communities, residents, and visitors. Governor Wes Moore challenged us to create a Maryland where no one is left behind, and that is a guiding light that coincides with our own vision statement: Inspired by nature and rooted in science, to improve and grow stewardship for Maryland's natural resources.

Every role within this agency is valued and has an important part in advancing the mission and vision of DNR. No matter what your position or length of state service, we value your participation and encourage you to get involved outside of your day-to-day responsibilities by joining an employee resource group, participating on a DNR matrix team, visiting another unit's field team, finding a mentor, attending a regional team meeting or a Town Hall meeting, or organizing an employee wellness or cultural awareness event. DNR is a dynamic workplace with lots of opportunities and offerings for all. I'm very proud to be a member of this team with you.

Welcome aboard!

Josh Kurtz
Secretary

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ABOUT US

Vision, Mission, and DEIJA



Vision Statement

Inspired by nature and rooted in science to improve and grow stewardship for Maryland's natural resources.

Mission Statement

The Maryland Department of Natural Resources leads the state toward a resilient future by using data, partnerships, and an innovative spirit to improve ecological, social, and economic outcomes for all communities.



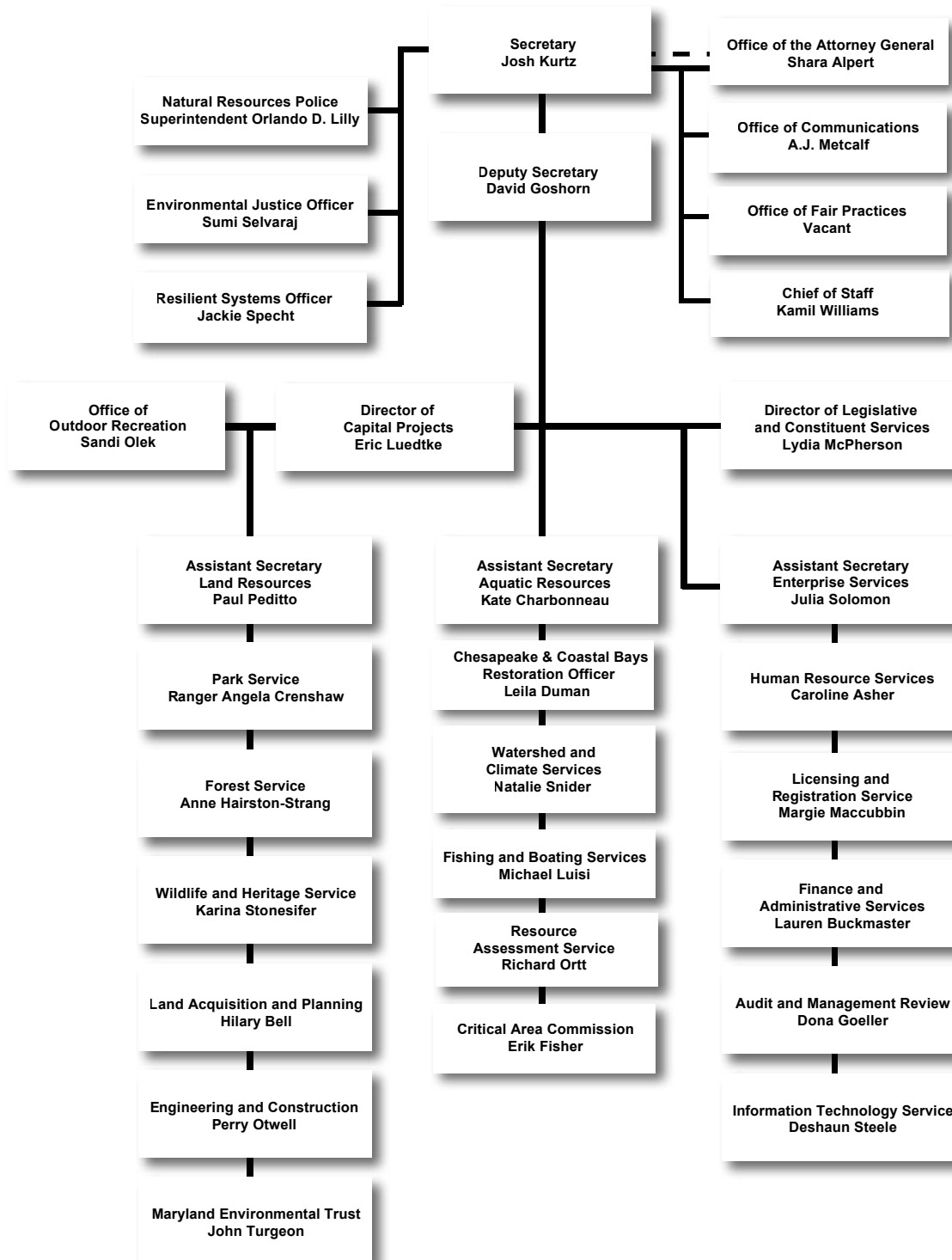
DEIJA Statement

The Maryland Department of Natural Resources commits to fostering a culture and workforce that is inclusive, equitable, and representative of the state's diversity. We are committed to increasing accessibility to our public lands, waterways, and natural resources for all communities to enjoy. By engaging and understanding communities that have historically been left behind, we strive to address and remove systematic barriers that perpetuate environmental injustices. Through this work, we celebrate these values within nature, our partnerships, and the communities we serve.

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Organizational Structure



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ABOUT US

Executive Team



Joshua Kurtz, Secretary

Josh Kurtz is a lifelong outdoor enthusiast and conservationist, passionate about the beauty of our state and all the resources it has to offer. Under the Moore/Miller administration, Secretary Kurtz leads teams across the state, working to improve water quality and bay resilience, restore and conserve forested land, expand access to our state parks, monitor and slow the spread of invasive species, and ensure the state maintains sustainable fisheries.

Kurtz previously served as the Maryland executive director of the Chesapeake Bay Foundation, and has also served as policy and government relations director for The Nature Conservancy in Maryland where he created and led advocacy campaigns leveraging strong relationships with partners and industry leaders to build support for policies regarding conservation and climate change in both the Maryland General Assembly and the DC City Council.

Kurtz lives in Crownsville, Maryland with his wife, Samantha, and their son. He holds a master's degree in public policy from George Mason University and a bachelor's degree in wildlife conservation from the University of Delaware.

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ABOUT US

Executive Team



Dave Goshorn, Ph.D., Deputy Secretary

Dave Goshorn is a lifelong Marylander who grew up hiking and camping throughout the state, during which he developed a deep interest in Maryland's natural environment and the science of protecting and restoring it.

Goshorn joined DNR in 1992 as a member of the Fisheries Service Striped Bass Program. Since then, he has held several positions in the Resource Assessment Service, including Director, Director of the agency's Office for a Sustainable Future, Assistant Secretary of Aquatic Resources, Senior Bay Restoration Coordinator, and most recently was appointed Deputy Secretary in 2023.

Goshorn received his Bachelors degree in Biology from Bucknell University, his Ph.D. in Marine Biology and Biochemistry from the University of Delaware, and served as a postdoctoral research fellow at the University of Georgia Marine Institute on Sapelo Island for three years before coming to DNR. He lives in Arnold, Maryland and has three grown sons.

ABOUT US

Executive Team



Office of the Attorney General
Shara Alpert



Office of Communications
A.J. Metcalf



Office of Fair Practices
Vacant



Chief of Staff
Kamit Williams



NRP Superintendent
Orlando D. Lilly



Environmental Justice Officer
Sumi Selvaraj



Resilient Systems Officer
Jacki Specht



Office of Outdoor Recreation
Sandi Olek



Director of Capital Projects
Eric Luedtke



Director of Legislative & Constituent Services
Lydia McPherson



Asst. Secretary, Aquatic Resources
Kate Charbonneau



Asst. Secretary, Enterprise Services
Julia Solomon



Asst. Secretary, Land Resources
Paul Peditto



Chesapeake & Coastal Bays Restoration Officer
Leila Duman

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ABOUT US

Office of the Secretary

Legislative and Constituent Services

Coordinates the department's positions on legislation and responses to legislators. Crafts regulations and coordinates responses to customer services inquiries.

Office of the Attorney General

A division of the Maryland Office of Attorney General, housed within DNR that provides legal counsel to DNR. Offers legal advice, represents the department in legal matters, and reviews regulations on its behalf.

Office of Communications

Coordinates the department's external and internal messaging including the department's publications and online store. Creates and deploys strategic communications and marketing messaging aimed at educating, engaging and informing our citizens, communities and stakeholders.

Office of Fair Practices

Responsible for managing DNR's internal and external equal opportunity programs and activities to ensure substantive compliance with all applicable non-discrimination mandates.

Office of Outdoor Recreation

Expands access to outdoor recreation for all individuals while supporting ongoing efforts in environmental conservation and stewardship, education and workforce development, economic growth, health and wellness through physical activity, and promoting equity, access, and inclusion.

ABOUT US

Natural Resources Police

The Maryland Natural Resources Police (NRP) is the enforcement arm of the Department of Natural Resources (DNR), with statewide police authority in all cases.

The mission of the men and women of our police force is to protect Maryland's residents and visitors on public lands and waterways. It also is charged with protecting fish and wildlife and leading search and rescue efforts. In addition, Natural Resources Police is the state's lead maritime homeland security agency.

With an authorized strength of 278 officers and a dedicated staff of civilian and volunteers, the Natural Resources Police carries out its mission by remaining faithful to its core values of courtesy, integrity, dedication and professionalism.



ABOUT US

Enterprise Services

Audit and Management Review

Leads internal audits in the department and serves as a liaison for external audits of DNR and external audits of excise taxes. Inventory management of materials, supplies and state capital equipment and supports all units with compliance as detailed in the DGS and DNR inventory manuals.

Finance and Administrative Services

Administers the accounting, budgeting, purchasing, supportive services and related functions for the department. Ensures compliance with state fiscal policies and regulations.

Human Resource Services

Provides the information, support and counsel necessary to maintain a fair, equitable and positive work environment for all employees.

Information Technology Service

Works closely with DoIT to ensure that all DNR employees have the technology they need to achieve their goals. Provides programming and security needs for the department.

Licensing and Registration Service

Operates eight regional service centers (primarily within the Motor Vehicle Administration branch offices) that assist the public with vessel titling and registration, offroad vehicle registration, commercial fishing licenses, and recreational hunting and fishing licenses.

ABOUT US

Aquatic Resources

Critical Area Commission

Implements the cooperative resource protection program between the state and local governments in the 1,000-foot-wide critical area surrounding the Chesapeake Bay by reviewing local development proposals, providing technical planning assistance to local governments, approving amendments to local plans, and providing grants for the implementation of 61 local critical area programs.

Fishing and Boating Services

Manages commercial and recreational harvests to maintain sustainable fisheries and to optimize recreational and economic use of these resources. In addition, the unit also oversees the state-owned Somers Cove Marina; places regulatory markers and navigation aids in support of sustainable development, use, and enjoyment of Maryland waterways for the general boating public; and coordinates the Clean Marina Initiative and Pumpout Program.

Resource Assessment Service

Evaluates and directs implementation of environmental restoration and protection policy for tidal and nontidal ecosystems, ensures electricity demands are met at reasonable costs while protecting natural resources, and provides scientific assessments and technical guidance for the management of geologic and hydrologic resources.

Watershed and Climate Services

Formerly known as Chesapeake and Coastal Service. Coordinates state efforts to restore and protect the Chesapeake and Atlantic Coastal Bays by providing technical assistance and financial resources to local governments, state government agencies, nonprofit organizations, and private landowners to restore local waterways and prepare for future storms and coastline changes. The unit also administers the Waterway Improvement Program's capital projects – public boating access facilities and navigation channel dredging.

ABOUT US

Land Resources

Engineering and Construction

Provides engineering, project management, and in-house construction services for all capital development and critical maintenance projects on lands owned by DNR.

Land Acquisition and Planning

Administers diverse financial assistance programs that support public land and easement acquisitions, as well as local grants, and leads the preparation of the Maryland Land Preservation and Recreation Plan.

Maryland Environmental Trust

Negotiates and accepts conservation easements over properties with environmental, scenic, historic, or cultural significance and provides grants, loans, and technical assistance to local land trusts.

Maryland Forest Service

Manages the state forests and supports Maryland's forest and tree resources by providing private forestland management expertise, wildfire protection, and urban and community forestry assistance.

Maryland Park Service

Manages natural, cultural, historic, and recreational resources in parks across the state and provides related educational services.

Wildlife and Heritage Service

Provides technical assistance and expertise to the public and private sectors for the conservation of Maryland's wildlife resources, including the management of threatened and endangered species, game birds, and mammals and the operation of over 127,000 acres of state-owned lands classified as Wildlife Management Areas.

ABOUT US

Employee Resource Groups

What is an Employee Resource Group (ERG)?

At DNR, we believe that a diverse and inclusive workplace drives innovation, fosters belonging, and empowers everyone to thrive. Our Employee Resource Groups (ERGs) are employee-led communities that bring together individuals with shared interests, identities, or experiences. These groups offer support and create opportunities for education, advocacy, and connection across the organization.



Who can participate in ERGs?

All employees are welcome to participate in or support any ERG, regardless of background or role. ERGs are a vital part of our culture and our commitment to building a workplace where everyone feels seen, heard, and valued. **If you're interested in organizing a new Employee Resource Group, please contact: rachael.pacella@maryland.gov.**

When do ERGs meet?

ERGs are voluntary and should meet during lunch or outside of normal work hours (9 a.m. to 5 p.m.). **Time spent on ERG activities is not paid or eligible for comp time.** ERG involvement should never interfere with regular job duties or agency operations.

ABOUT US

Employee Resource Groups

African American Employee Resource Group

The African American Employee Resource Group, or the Black Excellence Network (BEN) is open to African Americans and allies who are interested in being part of an engaged ERG dedicated to making a meaningful difference. BEN continues to prioritize member wellness and growth through upcoming workshops, professional development, cultural programming, and ongoing opportunities.

For more information, please contact: kenya.colbert1@maryland.gov.

Employee Activities Committee

The Employee Activities Committee develops and hosts fun events for staff in the Tawes building, including holiday events and monthly food trucks in warmer months (end of April to end of October).

For more information, please contact: rachael.pacella@maryland.gov.

LGBTQIA+ Employee Resource Group

An employee-run group for individuals who identify as part of the LGBTQIA+ community. All DNR staff are welcome to participate, and allies are encouraged to join with the understanding that the group's purpose is to center, protect, and uplift LGBTQIA+ voices. Gatherings are held quarterly, primarily in person, with occasional hybrid meetings to plan DNR's participation in PRIDE events across the state.



For more information, please contact: trystan.sill@maryland.gov.

ABOUT US

Matrix Teams

DNR's Matrix Teams are collaborative cross-unit teams within DNR that advance the department's goals and objectives. Unlike voluntary Employee Resource Groups (ERGs), an individual approved to participate in a Matrix Team is performing a job function or responsibility. Time spent in Matrix Team meetings, planning, and activities is compensated work time.



Climate Team

The DNR Climate Team organizes representatives across DNR units to increase and improve DNR's capacity to address climate change. It creates space for shared learning, awareness, and collaboration on climate resilience initiatives across the department and state. Participants on the DNR Climate Team serve as representatives for their units and share information with and collect feedback from their respective units. For more information, please contact: katherine.charbonneau@maryland.gov.

ABOUT US

Matrix Teams

Diversity, Equity, Inclusion, Justice, and Accessibility (DEIJA) Affinity Team

The DEIJA Affinity Team consists of one to three representatives from each unit and meets once a month on the first Wednesday at 1:00 p.m. Members of the DEIJA Affinity Team are encouraged to attend monthly meetings. The DEIJA Affinity Team was established to:

- Meet the Chesapeake Bay partnership DEIJA goals
- Define and establish DNR's DEIJA goals
- Create and implement the agency's DEIJA Action Plan
- Provide a supportive space to discuss challenges and opportunities
- Identify opportunities to work across units to achieve DEIJA goals

For more information, please contact: julia.solomon@maryland.gov.



ABOUT US

Matrix Teams

Drone User Group

If you would like to join the Drone User Group, please contact the appropriate co-leader listed below and join the **[Drone User Group Google Chat](#)** to stay up to date.

- **Natural Resources Police:** CPL Andrew Cummins, andrew.cummins@maryland.gov
- **Land Units:** Brian Eyler, brian.eyler@maryland.gov
- **Aquatic Units:** Ryan Higgins, ryan.higgins@maryland.gov

Education Matrix Team

The Education Matrix Team brings together DNR employees involved in education and outreach efforts. Meeting every other month for ninety minutes, the team includes staff from across the department. These gatherings provide a space to collaborate, share resources, and stay informed on education-related initiatives throughout DNR. For more information, please contact: trystan.sill@maryland.gov.

Indigenous Community Outreach Matrix Team

The Indigenous Matrix Team brings together representatives from across the DNR units who are interested in or working with Indigenous communities and partners, expanding opportunities for collaboration, and developing resources to strengthen DNR's capacity to meaningfully engage with Tribes and Indigenous communities. It also serves as a platform for cross-unit communication, collaboration, learning, and coordination. For more information, please contact: sabine.bailey@maryland.gov.

Invasive Species Matrix Team

The Invasive Species Matrix Team is a multidisciplinary team of scientists from across the department who work on an ad-hoc basis to determine courses of action and policy to deal with the emerging threat of harmful invasive organisms. The team directs the application of funding from the Maryland Aquatic Invasive Species Plan and provides recommendations for invasive species research, regulation, and communication. For more information, please contact: sarah.widman@maryland.gov and jonathan.mcknight@maryland.gov.

ABOUT US

Matrix Teams

R3 Matrix Team

The R3 Matrix Team is a department-wide team that focuses on the Recruitment, Retention, and Reactivation (R3) of outdoor recreation participants. The team focuses on strategically increasing and diversifying participation in and support of outdoor recreation, particularly those which require a license or fee (e.g., hunting, fishing, and boating). The department has adopted an Angler R3 Plan and a Wildlife R3 Plan for strategies and actions. View this [video](#) for a more detailed explanation of R3 and why the department has a team focused on these efforts. For more information, please contact: donna.morrow@maryland.gov and torey.vayer@maryland.gov.

Roots for Resilience Team

The Roots for Resilience Initiative Team collaborates with representatives across DNR units to meet the goals of our Climate Pollution Reduction Grant to help Maryland's Eastern Shore adapt to the challenges of climate change by enhancing nature's ability to store carbon and buffer climate impacts. Through tree planting, coastal habitat restoration, and community engagement, our team will strengthen natural defenses while reducing carbon emissions. This team will implement living shorelines for marsh protection, fund wetland restoration activities, and facilitate tidal reconnection; the Team will also conduct community outreach and leverage existing conservation easements to restore and protect critical habitats, thus mitigating carbon emissions resulting from land conversion and sea level rise. Participants on the DNR Roots for Resilience Initiative Team serve as representatives for their units and share research, knowledge, and data regarding nature-based solutions for future resilience. For more information, please contact: sarah.koser@maryland.gov.

ABOUT US

Regional Teams

DNR's regional teams serve as opportunities for DNR employees to discuss ongoing agency-supported projects and programs in different regions of the state, share information and resources among units and divisions of the agency, and build relationships and networks with other DNR employees.

There are four DNR regional teams—Central, Southern, Eastern, and Western—each of which meets quarterly in its respective region. Each regional team is led by a DNR employee appointed by the Office of the Secretary, and each unit director designates one or more employees from the director's unit to attend the meetings.

Employee participation is not dependent upon an individual's time with DNR or title or supervisory status. If you're interested in attending a regional team meeting feel free to reach out to your unit director and ask to participate.

Regional Team Leaders

Eastern	Ryan Collins	Finance and Administrative Services
Western	Rande Brown	Wildlife and Heritage Service
Central	Isabel Layton	Office of Outdoor Recreation
Southern	Sara Coleman	Watershed and Climate Services

Directions



From Washington D.C.

Take Rt. 50 east toward Annapolis/Bay Bridge. Take exit 24 Rowe Blvd/Route 70 exit and follow Rowe Boulevard over a bridge until you reach your second light at the corner of Rowe and Taylor Avenue. Make a right at the light.

From Baltimore

Take 97 Southbound and follow the signs to Rt. 50 east/Bay Bridge. Take exit 24 Rowe Blvd/Route 70 exit and follow Rowe Boulevard over a bridge until you reach your second light at the corner of Rowe and Taylor Avenue. Make a right at the light.

From the Eastern Shore

Take Rt. 50 west toward Washington. After passing over the Severn River Bridge take exit 24 Rowe Blvd/Route 70 exit and follow Rowe Boulevard over a bridge until you reach your second light at the corner of Rowe and Taylor Avenue. Make a right at the light.

HEADQUARTERS

Parking

State Employee Parking

State employees use their state ID to access parking at Tawes. Most employees park at the Navy Stadium parking lot via Gate 6 from Taylor Avenue or via Gate 2 from Farragut Road. Any employee whose ID does not access the parking gate should send an email with their ID number to robert.bender@maryland.gov.

Employee parking on the K-Lot in front of the Tawes building is awarded based on seniority or medical accommodation. Any employee seeking medical accommodation should contact the Office of Fair Practices.

Visitor Parking

Guests visiting Tawes can utilize the one-hour parking spaces in front of the building on Herbert Sachs Boulevard.

New hires and guests staying for longer visits can access the parking lot by giving their names via the intercom at the Navy Stadium parking lot Gate 6. Employees must provide the names of their guests to robert.bender@maryland.gov a minimum of twenty-four hours in advance.

For groups of five or more guests, a group name should be provided, and guests should use the group name at the intercom.

Employees should specifically provide the name of any guest who requires parking on the K-Lot in front of the Tawes building as an accommodation. Those guests should give their name to the attendant via the intercom at the K-Lot.

HEADQUARTERS

State ID Badges

The Maryland State ID Card Program, overseen by the Security Card Processing Center (SCPC), operates under the Maryland Capitol Police. The SCPC handles the issuance of state ID cards.

State ID Application Requests

All state ID application request forms must be submitted electronically by the authorized ID coordinator. Individual submissions are not accepted.

Human Resource Services will submit the initial state ID applications for newly hired merit employees and Long-Term Contractual staff. The SCPC requires 48 hours to review the request form after submission. Human Resource Services will submit new employee ID requests 48 hours before your start date.

All other employees should contact robert.bender@maryland.gov to obtain or renew a state ID. Damaged badges can be replaced at no cost. There is a fee for replacing a lost state ID.

State ID Pickup

You must bring a copy of a government-issued photo ID to the Maryland Capitol Police Security Card Processing Center to pick up your state ID.

If you are transferring agencies, bring your state ID from the previous agency to surrender in order to receive your new state ID.

IMPORTANT: Upon receiving a state ID, employees must send the numbers from the ID badge and any expiration date to robert.bender@maryland.gov to gain access to the building and parking lots.

HEADQUARTERS

State ID Badges

SCPC Hours of Operation

Monday, Wednesday, and Friday:

Open to the public from 8 a.m. to 2 p.m.

Tuesday and Thursday:

By appointment only from 8 a.m. to 12 p.m.

Closed on all MD state holidays.

SCPC Locations

Annapolis

29 St. Johns Street
Annapolis MD 21401
Phone: 410-260-2941

Baltimore

201 W Preston St Rm L-6
Baltimore, MD 21201
Phone: 410-767-1910

dgs.scpc@maryland.gov

Getting to SCPC

Drive

Please use the intercom at the Calvert Street parking garage to inform the attendant that you are there to pick up an ID. The attendant will grant access. Please note that access may be limited during the legislative session.

Shuttle

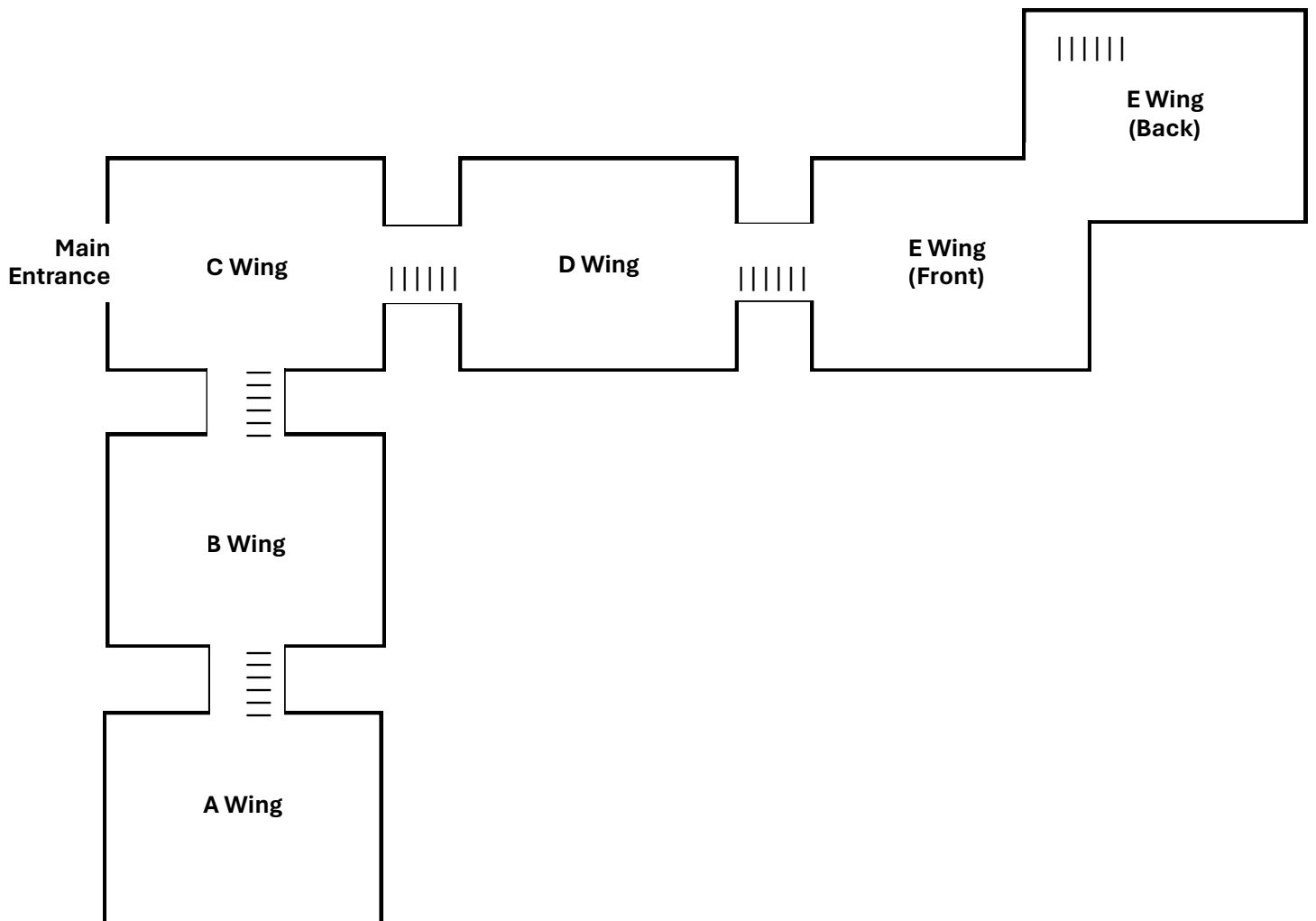
From Tawes, proceed to the shuttle stop located at the bench near the crosswalk. Inform the driver that you are going to pick up an ID; they will know the appropriate drop-off location. This will also serve as the designated pickup point for your return.

Walk

The destination is approximately a fifteen-minute walk from Tawes.

Building Directory

Tawes Wing Map



HEADQUARTERS

Building Directory

Tawes Unit Locator

B Wing

B-1	Play-n-Learn Day Care Center
B-2	Fishing and Boating Services
B-3	Resource Assessment Service Power Plant Regulation, OFP
B-4	Finance and Administrative Services, Mailroom

C Wing

C-1	Guard Desk, Lobby, Conference Rooms, Gift Shop
C-2	Resource Assessment Service, Fishing and Boating Services
C-3	Human Resource Services, Audit and Management Review
C-4	Office of the Secretary, Office of the Attorney General

D Wing

D-1	Cafeteria
D-2	Resource Assessment Service, Watershed and Climate Services
D-3	Office of Outdoor Recreation, Engineering and Construction
D-4	Information Technology Service, Help Desk, Communications

E Wing

E-1 (Front)	Maryland Forest Service
E-1 (Back)	Wildlife and Heritage Service
E-2	Watershed and Climate Services
E-3 (Front)	Natural Resources Police
E-3 (Back)	Maryland Park Service
E-4 (Front)	Land Acquisition and Planning
E-4 (Back)	Fishing and Boating Services

HEADQUARTERS

Building Directory

Tawes Conference Room Locator

B Wing

3rd Floor	Power Plant Regulation Conference Room
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C Wing

1st Floor	CR-C1*, CR-C1A*, CR-C1B*, CR-C1C*
3rd Floor	Human Resource Services Conference Room
4th Floor	Secretary's Conference Room

D Wing

1st Floor	Cafeteria
3rd Floor	Engineering and Construction Conference Area

E Wing

Basement	E-0* Training Lab
1st Floor	Forestry Conference Room
1st Floor	Wildlife and Heritage Service Conference Room
2nd Floor	Watershed and Climate Services Conference Area
3rd Floor	CR-E3* Natural Resources Police Conference Room
4th Floor	Land Acquisition and Planning Conference Area
4th Floor	Fishing and Boating Services Conference Area

***Indicates a room that can be reserved via Google Calendar.**

Mailroom Shipping and Receiving

The mailroom is located on B-4 in the Finance and Administrative Services area.

Incoming

USPS mail is picked up daily from the postal service, sorted, and delivered to each unit's designated drop-off location. The mailroom receives material from UPS, FedEx, and various delivery carriers. Addressees are notified when packages arrive and may choose to pick their package up from the mailroom on B-4 or have it delivered to their unit.

Outgoing

Outgoing mail can be picked up from the same locations or can be brought to the mailroom for processing.

Outgoing postal services include regular First Class mail, Presorted First Class mail, larger envelope flat mail, certified mail, and registered mail.

Small package shipments are to be sent using accounts linked to the statewide FedEx contract. FedEx Ground is the preferred level of service. DBM is tracking the expense of expedited delivery services and requires justification for any Next Day or 2nd Day service. Packages sent from Tawes are handled by the FAS mailroom. All outgoing shipments are charged back to the appropriate unit sending the material.

Emergency Information

Tawes Building Coordinator

Bob Bender | robert.bender@maryland.gov | O: 410-260-8396 | M: 410-490-4960

Floor Warden List

Floor Wardens are responsible for training new hires on evacuation procedures. During an evacuation, they are responsible for directing employees to the emergency assembly area and reporting the whereabouts of everyone on their floors.

Evacuation Plan

These procedures can mean the difference between life and death when an emergency evacuation is required.

Request for Evacuation Assistance

Our concern for every employee and guest at DNR requires a plan to be in place to account for individuals with special needs or who require special assistance during an evacuation of the building.

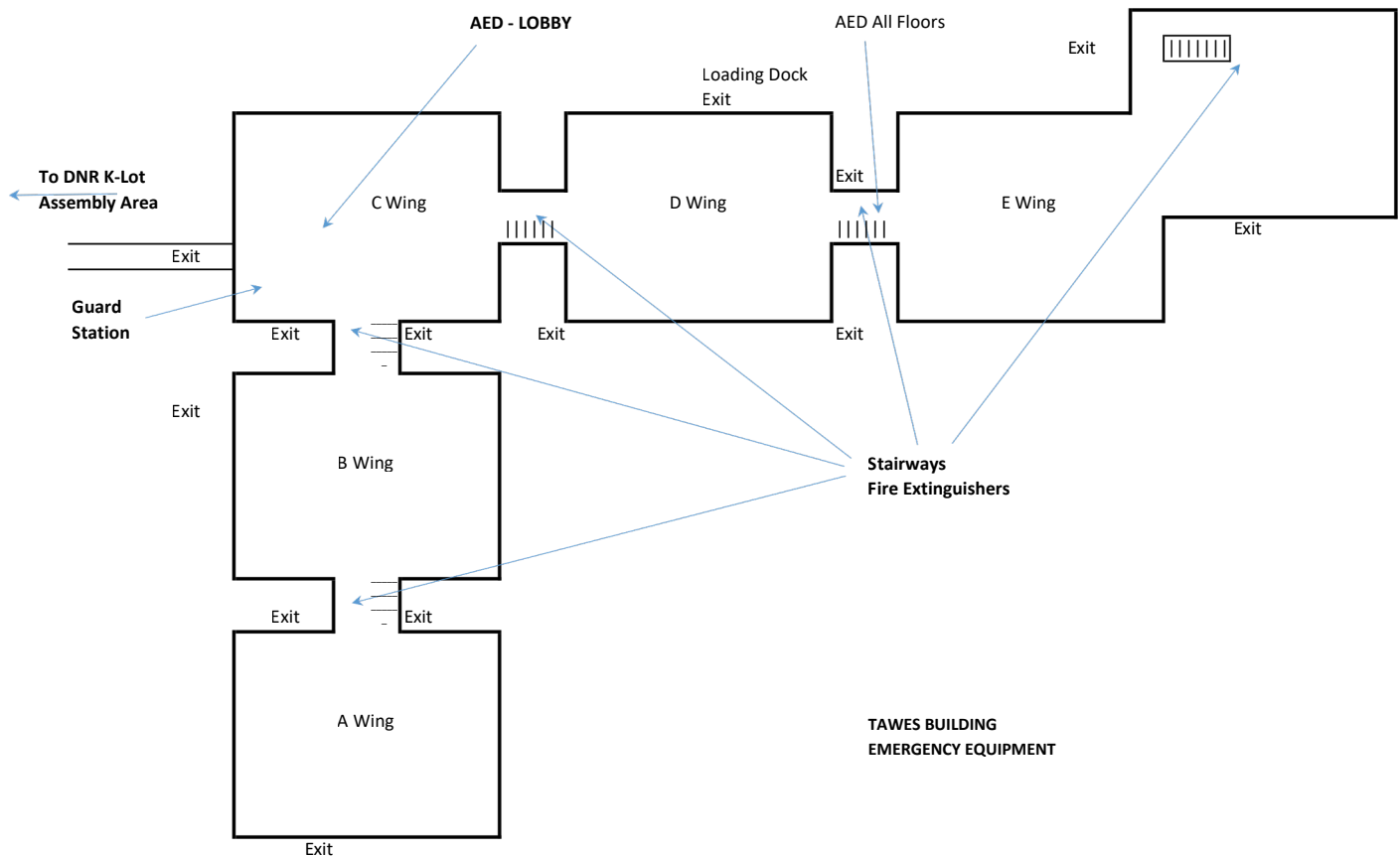
For example, persons with disabilities such as mobility impairment, or other less obvious needs such as hearing or respiratory impairments, who desire to identify their need for assistance, should voluntarily return this form when completed to their unit's Floor Warden.

Emergency Notification System

Beginning with Tawes employees, DNR will implement the Everbridge system in summer 2025 to enhance our ability to communicate rapidly during critical events. DNR employees will be automatically enrolled in the platform, with no action required on their part. This initiative is part of DNR's ongoing commitment to preparedness, safety, and continuity of operations across all units.

Emergency Information

Tawes Emergency Equipment Map



HEADQUARTERS

Emergency Information

Tawes Evacuation K-Lot Assembly Areas



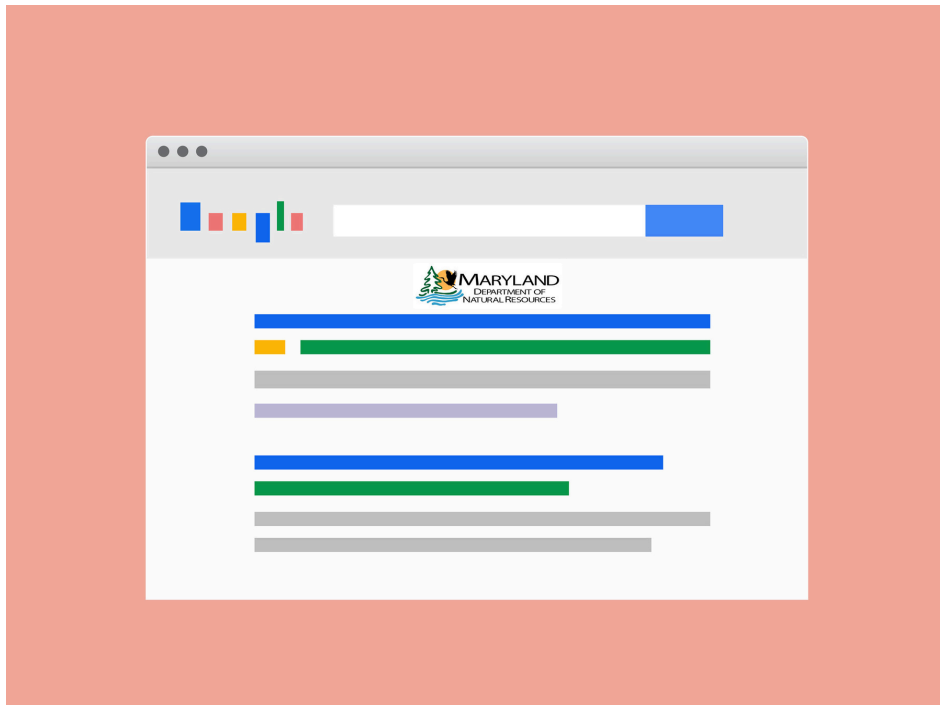
HEADQUARTERS

Emergency Information

Tawes Shelter in Place Basement Assignments



New Accounts



Account Setup

Your Unit HR Contact (HRC) will create a ticket to request your account setup. Once your account is created, DoIT will send your email credentials via an encrypted email to your Supervisor and/or HRC.

Logging In

- Enter your username: This is the first letter of your first name followed by your full last name. Example: Deborah Charles → dcharles.
- Use the temporary password provided by DOIT.
- You will be prompted to change your password. Create a new password that you will remember. Passwords must be updated every ninety days.

User Guide to Microsoft Entra ID

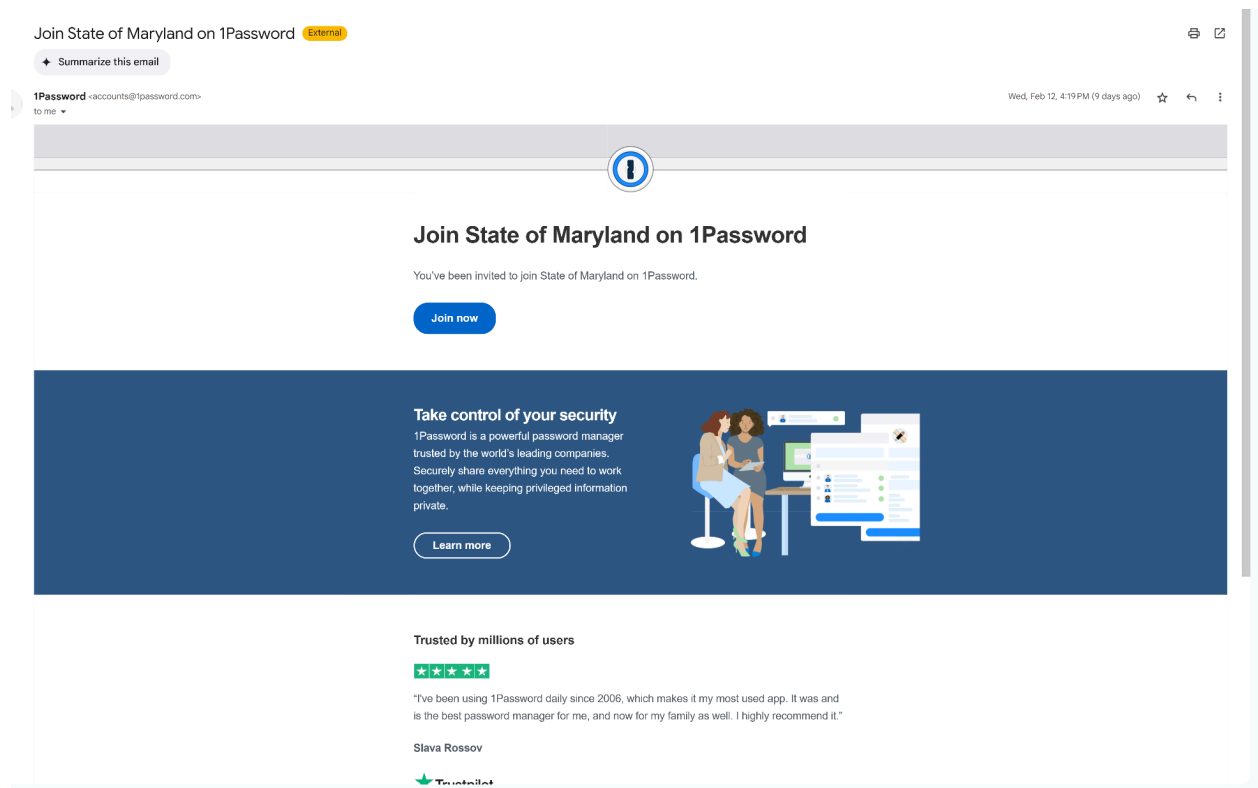
Password Management

1Password Password Management Tool

1Password enables Maryland state employees and contractors to securely store and manage credentials for services they use every day.

Resources:

- [1Password Instruction Videos on Vimeo](#)
- [1Password Resource - "Team members: Get started with 1Password"](#)
- [1Password Onboarding Guide](#)
- [1Password Resource - Get a free 1Password Families membership when you use 1Password Business](#)
- [1Password Resource - Accepting an Invite as an SSO End User \(Entra ID\).](#)



Connections

Connecting to Guest WiFi

Tawes Guest WiFi is available for visitors in most of the building. [Learn how to connect to the MD-Guest WiFi network.](#)

Connecting to Network Drives

- Open File Explorer
 - Double click the envelope on the taskbar to open File Explorer.
- Select "This PC"
 - Click on "This PC" from the left pane.
- Map Network Drive
 - Click on the "Computer" tab at the top.
 - Select "Map network drive."
- Enter Network Path
 - Choose a Drive Letter (e.g., Z:).
 - Enter the network path (e.g., \\ServerName\SharedFolder).
- Authenticate (if needed)
 - If prompted, enter your username and password for the network.
 - Check "Reconnect at sign-in" if you want the drive to stay connected.
- Finish
 - Click "Finish", and the drive should appear under "This PC."

Connecting to Printers

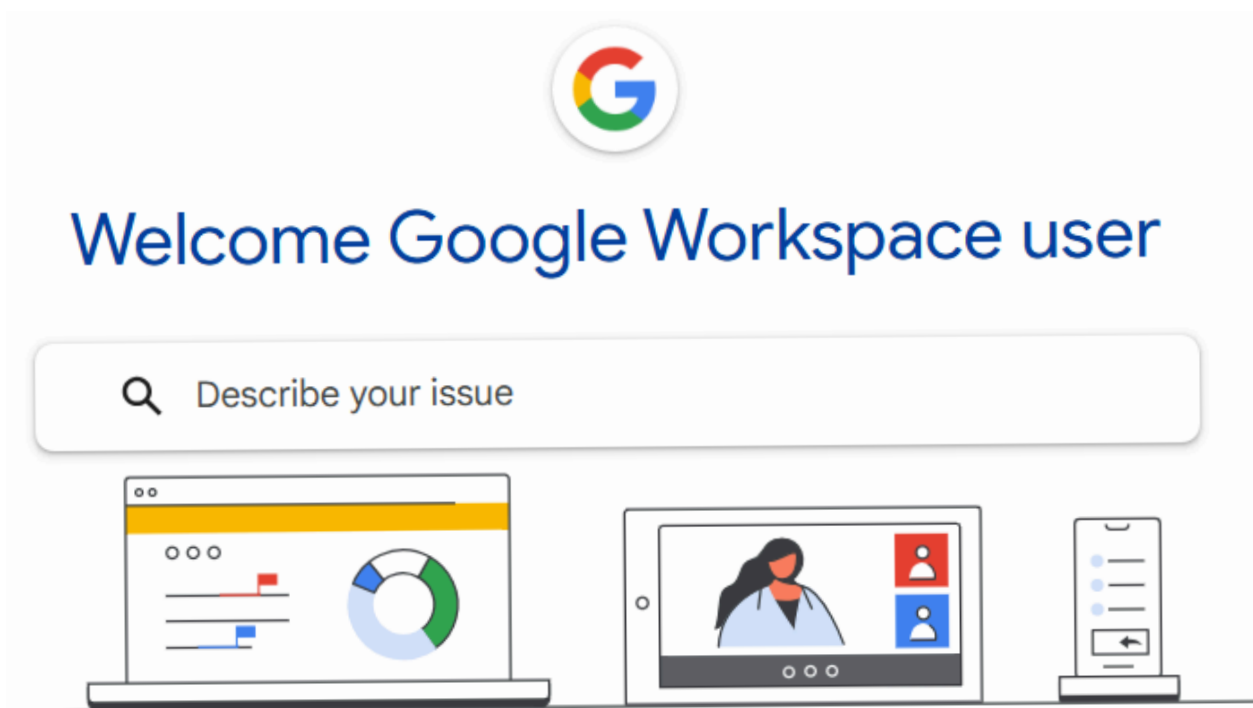
- Open your web browser and go to <https://print.md.gov/>.
- Select the location of the printer you want to install.
- A pop-up window will appear asking if you want to install the printer.
- Click yes to proceed with the installation.
- Once installed, print a test page to confirm a successful setup.

Training Tools

Google Workspace

[Maryland Apps for Work: Training for Users](#)

[Google Workspace Learning Center](#)



Conference Room Guides

[For the Embedded PC](#)

[For Your Own PC](#)

Best Practices

The following is a list of best practices that will limit your exposure to spam, spyware, and unnecessary traffic which strain our resources.

Beware - Websites that advertise "too good to be true" deals are suspect, and you should stay away from them.

Do not respond to "Spam" e-mail messages - Don't attempt to "remove me from your mailing list." Replying or going to a website to "unsubscribe" is almost always a sure-fire way of getting more, not less, spam.

Do not click or double click on any Internet "pop-up ad" - Don't click a "Cancel" or "No" button that appears within the borders of the pop-up ad! Pop-up ads are the most common method through which "spyware" gets installed on a PC. Spyware is computer code which, when installed on your computer, gathers information about you (including personal information you may enter in web pages). All pop-up ads should be closed by "right mouse clicking" on the appropriate task bar at the bottom of your screen and selecting "Close" or by clicking the small "x" in the top right corner of the ad.

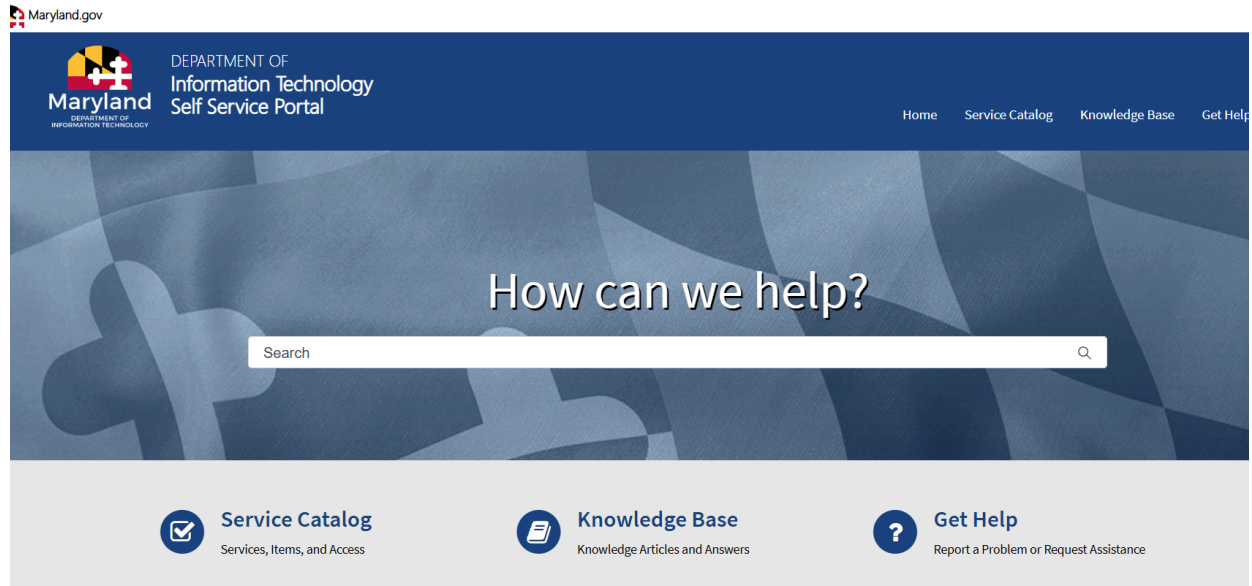
Do not download and/or install and/or use the following:

- Internet desktop wallpaper
- Streaming audio or video
- Internet optimizers
- Internet utility programs such as weather and stock reports
- E-mail software such as emoticons

Do not open any emails containing attachments unless you were expecting them or can verify with the sender that they intended to send you the attachments. Most viruses are spread as attachments to e-mails and replicate when the recipient attempts to open the attachment. Stop the spread of viruses: If you cannot verify that the sender intended to send you an attachment, don't open it!

INFORMATION TECHNOLOGY

IT Assistance



If you need IT assistance, you have the following options:

PREFERRED:

- Create a ticket through the portal. Open your web browser and go to:
<https://doitmaryland.service-now.com/doit>

OR:

- Call DoIT Service Desk at 410-697-9700. Be sure to record the ticket number.
- Email your request to service.desk@maryland.gov. You should receive a ticket number within 24 hours.

Whichever method you use, remember to be as descriptive as possible. Include any information that might be relevant, such as your computer name. From there, someone from either DNR ITS or DoIT will be in touch to help you with your issue.

COMMUNICATIONS

Helpful Links

DNR Intranet

Accessible while connected to the DNR network, the Intranet is an internal site for employees to access helpful information, tools, and resources such as forms.

DNR Online

<u>Website</u>	<u>LinkedIn</u>
<u>Facebook</u>	<u>X</u>
<u>Flickr</u>	<u>YouTube</u>
<u>Instagram</u>	

Media

[Guidelines for Staff Talking with Media](#)
[Guide for Social Media Photos and Video](#)
[Publications Policy](#)
[Photo/Video Release Form](#)
[Video Initiation Form](#)
[DNR Photo Bank \(flickr\)](#)

Logos & Templates

[DNR Style Guide](#)
[Image and Logo Gallery](#)
[Logo Usage Policy](#)
Business Card Templates

- [DNR Tawes](#)
- [DNR Field Office](#)

[Letterhead](#)
[PowerPoint Template](#)

COMMUNICATIONS

Common Acronyms

AMR	Audit and Management Review
BIPOC	Black, Indigenous, Person of Color
BPW	Board of Public Works
CAC	Critical Area Commission
CBF	Chesapeake Bay Foundation
CBP	Chesapeake Bay Program
CBT	Chesapeake Bay Trust
CCS	Chesapeake and Coastal Service (now WCS)
CDS	Congressional Direct Spending
CPC	Corporate Purchasing Card
CPF	Community Project Funding
CY	Calendar Year
DBM	Department of Budget and Management
DEIJA	Diversity, Equity, Inclusion, Justice, and Accessibility
DGS	Department of General Services
DNR	Department of Natural Resources
DOA	Delegation of Authority
DOIT	Department of Information Technology
DSCI	Department of Service and Civic Innovation
EAP	Employee Assistance Program
EEO	Equal Employment Opportunity
ENC	Engineering and Construction
ERG	Employee Resource Group
FABS	Fishing and Boating Services
FAS	Finance and Administrative Services
FMLA	Family Medical Leave Act

COMMUNICATIONS

Common Acronyms

FSA	Flexible Spending Account
FY	Fiscal Year
GIS	Geographic Information System
GRR	Governor's Reception Room
HRC	Unit HR Contact
HRS	Human Resource Services
ITS	Information Technology Services
KPI	Key Performance Indicator
LAP	Land Acquisition and Planning
LCS	Legislative and Constituent Services
LEO	Law Enforcement Officer
LOS	Letter of Support
LRS	Licensing and Registration Service
LTC	Long-Term Contractual
MBE	Minority Business Enterprise
MCC	Maryland Charity Campaign
MCC	Maryland Conservation Corps
MDA	Maryland Department of Agriculture
MDE	Maryland Department of the Environment
MDP	Maryland Department of Planning
MEA	Maryland Energy Administration
MET	Maryland Environmental Trust
MFR	Managing for Results
MFS	Maryland Forest Service
MOU	Memorandum of Understanding
MPS	Maryland Park Service

COMMUNICATIONS

Common Acronyms

MSRA	Maryland State Retirement Agency
MSRP	Maryland Supplemental Retirement Plan
NRP	Natural Resources Police
OAG	Office of the Attorney General
OCM	Office of Communications
OD	Organizational Development
OFP	Office of Fair Practices
OOR	Office of Outdoor Recreation
OOS	Office of the Secretary
PEP	Performance Planning and Evaluation Program
PIP	Personal Injury Protection
POS	Program Open Space
POSC	Payroll Online Service Center
PPRP	Power Plant and Resource Program
PVRS	Pool Vehicle Reservation System
RAS	Resource Assessment Service
SECU	State Employees Credit Union
SH	State House
SP	State Park
SPMS	State Personnel Management System
SPS	Statewide Personnel System
STEP	Supervisor Training and Engagement Program
WCS	Watershed and Climate Services (formerly CCS)
WHS	Wildlife and Heritage Service
WIF	Waterway Improvement Fund

COMMUNICATIONS

Journal Access

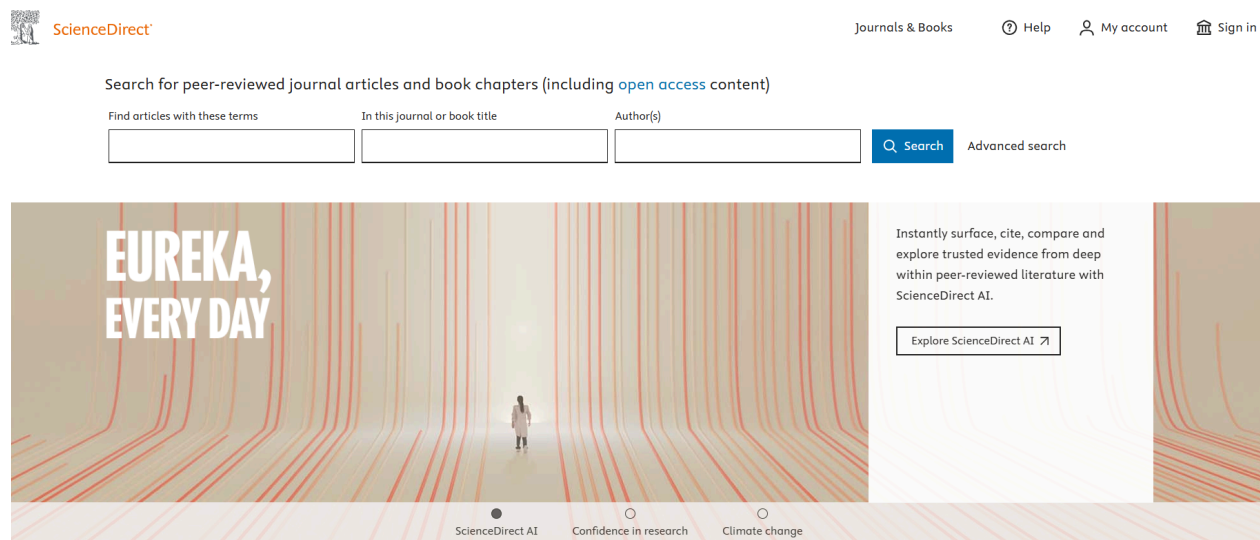
Maryland DNR employees have access to thousands of academic journals through **Elsevier**, one of the world's largest research publishers.

DNR secured the department-wide subscription in response to requests from employees seeking access to academic journals and to meet our need to provide diverse and cutting edge knowledge about the issues we work on each day. Access is available to all DNR employees.

The Elsevier subscription enables instant access to more than 5,300 academic journals and 36,000 books, including full text articles about biology, ecology, climate science, water quality, earth sciences, data management, human resources, economics, education, computer science, and government.

DNR has also drafted instructions detailing how to sign up for a library card and use the **Enoch Pratt Free Library**. The Enoch Pratt Free Library also provides access to thousands of journals through databases such as JSTOR and Gale Academic. This resource is available to all Maryland residents.

Journal Access



Explore scientific, technical, and medical research on ScienceDirect

Elsevier and ScienceDirect

The department's Elsevier subscription is tied to the DNR network, and access is based on the user's IP address, so users must be working from a DNR device. When an employee visits www.sciencedirect.com from a computer on the DNR network, the site will detect your IP address and automatically provide access. This includes the Tawes building, remote offices, or any location where your computer is on the Virtual Private Network (VPN; GlobalProtect).

The search bar on the ScienceDirect homepage allows you to look for research by keyword, journal or author. The homepage also lists popular articles and recently published articles on physical sciences and engineering, life sciences, health sciences, and social sciences and humanities.

You must read the [Elsevier User Agreement](#) before using ScienceDirect.

[User Quick Start Guide](#)

[Tutorial Videos](#)

COMMUNICATIONS

Journal Access

Enoch Pratt Free Library

Registering for an eCard through the Pratt Library is easy and free, open to all Maryland residents, and takes less than one minute.

To get started, visit www.prattlibrary.org/library-cards/ecard and hit “Apply for an eCard.” On the next page, put in your information, office address and work email. Next to the “Library” category on this form is a drop-down menu – select “Digital Library” from this menu. Set a four-digit pin number. Hit register when finished.

The page will reload with your new eCard number, ready to use right away. You will use this number and the pin you set to log into Pratt.

There are 59 databases available through Pratt, including JSTOR, Gale Academic OneFile Select, National Geographic and Nature. Visit www.prattlibrary.org/research/databases to see a full list of available resources.

One of the most likely used databases for academic research is JSTOR. This database provides access to more than 2,800 academic journals across all disciplines, along with more than 100,000 books. JSTOR will not have the most recent journal articles as they focus on the preservation of research. Therefore, JSTOR typically only has articles that are several years old or older.

Gale Academic OneFile is another comprehensive database of knowledge that offers full text articles spanning more than 17,000 journals and sources.

Enoch Pratt offers many more databases, and we encourage you to explore the many options available.

COMMUNICATIONS

Bilingual Facilitation Team

In Human Resource Services, the Bilingual Facilitation Team helps bridge language gaps by providing interpretation and translation services across a variety of platforms—including meetings, workshops, training sessions, and more. Their work goes beyond direct translation, offering cultural context to ensure messages are accurately understood by all audiences.

This team plays a vital role in making DNR programs and services accessible to everyone, especially individuals with limited English proficiency. By fostering meaningful dialogue and breaking down language barriers, they help ensure that all communities can fully engage with and benefit from the resources DNR provides.

Services:

- Interpretation and translation for real-time events and written materials
- Cultural mediation to help navigate cultural barriers and/or differences
- Support for public outreach including recruitment and events
- Outside agency collaboration
- **24/7 Emergency Hotline support at 667-270-0728**

[Request Spanish Translation Services](#)

Office of Fair Practices Overview

The Office of Fair Practices (“OFP”) enforces and administers state and federal equal employment opportunity laws and policies, and promotes a work environment free of unlawful discrimination, harassment, and retaliation. OFP ensures equal opportunity and nondiscrimination in all programs and activities, including employment, services, and contracting. OFP investigates complaints of discrimination, harassment, and retaliation, including sexual harassment, filed by employees and public users. In addition, OFP oversees The Americans with Disabilities Act (ADA) Amendments Act. The act makes it unlawful to discriminate in employment against a qualified individual with a disability.

For more information, please contact: dnr.ofp@maryland.gov.

Equal Employment Opportunity

The Department of Natural Resources provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

What is Employment Discrimination?

The Equal Employment Opportunity Commission defines Employment Discrimination as the following:

To "discriminate" against someone means to treat that person differently, or less favorably, for some reason. Discrimination can occur while you are at school, at work, or in a public place, such as a mall or subway station. You can be discriminated against by school friends, teachers, coaches, co-workers, managers, or business owners.

The EEOC is responsible for protecting you from one type of discrimination - employment discrimination because of your race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age (age 40 or older), or genetic information.

Equal Employment Opportunity

The laws enforced by EEOC protect you from employment discrimination when it involves:

- Unfair treatment because of your race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, disability, age (age 40 or older), or genetic information.
- Harassment by managers, co-workers, or others in your workplace, because of your race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, disability, age (age 40 or older), or genetic information.
- Denial of a reasonable workplace change that you need because of your religious beliefs or disability.
- Improper questions about or disclosure of your genetic information or medical information.
- Retaliation because you complained about job discrimination or assisted with a job discrimination proceeding, such as an investigation or lawsuit.

OFFICE OF FAIR PRACTICES

Equal Employment Opportunity

Filing a Discrimination Complaint

To file an INTERNAL complaint regarding discrimination, please reach out to the Office of Fair Practices:

Office of Fair Practices

Email: dnr.ofp@maryland.gov

To file an EXTERNAL complaint of discrimination, contact the following:

Maryland Commission on Civil Rights

William Donald Schaefer Tower

6 St. Paul Street, Suite 900

Baltimore, Maryland 21202-1631

Main: 410-767-8600

Toll-free: 1-800-637-6247

Equal Employment Opportunity Commission

GH Fallon Federal Building

31 Hopkins Plaza, Suite 1432

Baltimore, MD 21201

Main: 410-801-6685

Toll-free: 800-669-4000

BFOContact@eeoc.gov

Equal Employment Opportunity

Frequently Asked Questions

What is discrimination?

Discrimination occurs when people are treated unequally, and usually negatively, because they are members of a particular group. Maryland law states discrimination must be based on race, color, creed, sex, sexual orientation, gender identity or expression, genetic information, age, religion, ancestry or national origin, marital status, disability (mental or physical), or military status.

Who can file a complaint with the Maryland Department of Natural Resources Office of Fair Practices?

Any DNR employee, applicant for employment, beneficiary, believes that they have been subjected to unlawful discrimination prohibited by law.

Can I file a discrimination complaint over the phone?

Yes. However, a completed charge (form) of discrimination must be signed and sworn to by the charging party.

Can I file a confidential or an anonymous complaint?

You must provide your legal name when filing a complaint. Your name must appear on the written complaint, and it must be signed by you.

Where can I obtain copies of the forms to file a complaint?

You can download a [Discrimination Complaint Form](#) or contact the Office of Fair Practices at dnr.ofp@maryland.gov or 410-260-8058.

How long do I have to file a complaint?

Generally, you must file a charge of discrimination within one year from the date the alleged violation occurred.

Equal Employment Opportunity

Frequently Asked Questions Continued

Do I need to have a representative present?

No. Although legal representation is not required during the complaint process, you have the right to have an attorney or union representative if you choose.

Will my complaint be handled in a confidential manner?

The administrative head, FPO, or any other person designated, including the EEO coordinator, who conducts the investigation, shall maintain the confidentiality of all actions taken to investigate and resolve complaints.

How do I withdraw my complaint?

To withdraw your complaint, you must provide the Office of Fair Practices with a letter requesting to withdraw the complaint.

What happens if I am dissatisfied with the decision issued by the Agency?

If you are dissatisfied with your decision, the Office of Fair Practices will provide you with the appropriate contact information necessary to pursue your complaint further.

ADA Reasonable Accommodations

The Americans with Disabilities Act (ADA) is a US civil rights law enacted in 1990 that prohibits discrimination against individuals with disabilities in all areas of public life. It ensures that people with disabilities have the same opportunities as everyone else. The ADA covers areas like employment, public services, public accommodations, transportation, and telecommunications.

Requesting a Reasonable Accommodation

A reasonable accommodation is any modification or adjustment to a job, work environment or program that will enable a qualified employee, applicant or recipient with a disability to perform essential job functions, participate in the application process, or benefits of the service and/or program.

To request a reasonable accommodation under the Americans with Disabilities Act, complete the [Reasonable Accommodation Request Form](#) and return the form to the Office of Fair Practices by email to dnr.ofp@maryland.gov. Please contact dnr.ofp@maryland.gov for more information.

Maryland Reasonable Accommodations Policy and Procedure

Maryland Reasonable Accommodation Request Form

ADA Reasonable Accommodations

Reasonable Accommodation Request Process Overview

1. Notify Supervisor or HRS

- Let your supervisor or HRS know you need a workplace change due to a medical condition.
- You don't need to use legal terms or mention the ADA.
- Requests can be made in any way - verbally, in writing, etc.

2. Begin the Interactive Process

- A discussion will follow to understand your needs and find effective solutions.
- This includes identifying challenges and exploring accommodation options.

3. Share Information (if needed)

- You may be asked for details about how your condition affects your work.
- Specific diagnoses aren't required - just enough info to understand your limitations.

4. Suggest Accommodations

- Feel free to suggest changes you think will help.
- Your input can speed up finding effective solutions.

5. Stay Involved

- Accommodations are discussed together to ensure they work for everyone.
- Flexibility and open communication are key.

6. Optional Documentation

- You may provide healthcare documentation to support your request.
- This can help clarify your needs but isn't always required.

7. Recertify (if needed)

- If your situation changes, updated info may be requested.
- This helps maintain effective and appropriate support over time.

POLICIES AND PROCEDURES

Key Policies & Procedures

- [Acceptable Use Policy](#)
- [Americans with Disabilities Act Policy](#)
- [Artificial Intelligence Policy](#)
- [Bullying in the Workplace Policy](#)
- [Climate Policy](#)
- [Code of Fair Employment Practices](#)
- [COMAR Title 17](#)
- [Corporate Purchasing Card Program](#)
- [Electronic Mail \(E-Mail\) Policy](#)
- [Employee Housing Policy](#)
- [Heat Illness Prevention Plan and FAQs](#)
- [Leave of Absence Without Pay Policy](#)
- [Non-Discrimination Policy](#)
 - [Non-Discrimination Complaint Procedure](#)
- [Outside Employment Policy](#)
- [Privacy Policy](#)
- [Reasonable Accommodations Policy and Procedure](#)
 - [Reasonable Accommodation Request Form](#)
- [Sexual Harassment Policy](#)
 - [Sexual Harassment Complaint Procedure](#)
- [Sick Leave Policy](#)
- [Social Media Policy](#)
- [Standards of Conduct](#)
- [State Ethics Law](#)
- [State Personnel and Pension Statute](#)
- [State Vehicle Policies](#)
 - [Drivers of State Vehicles](#)
 - [Vehicle Fleet Management](#)
- [Telework Policy](#)
- [Travel Policies](#)
- [Travel Regulations](#)
- [Workplace Substance Abuse Policy](#)

[View all Department of Budget and Management Policies](#)

[View DNR policies on the DNR Intranet](#)

POLICIES AND PROCEDURES

Corporate Purchasing

How to Make a Purchase

Finance and Administrative Services (FAS) manages an if-this-then-that-style form on the Intranet to help employees when they are making purchases. By answering questions about their purchase, a user prompts guidance and additional questions. For example: If another state agency cannot provide the service, is it available through a preferred provider? If not, then is the good or service available through an existing state contract?

Finance and Administrative Services Training Calendar

Click on the FAS Training Calendar to sign up for the next Corporate Purchasing Cards (CPC) and Travel and Expense Account training.

Corporate Purchasing Cards (CPC) Training

How to apply for a corporate card, what is/isn't allowed, and the responsibilities of the cardholder.

Travel and Expense Account Training

Travel and expense account processes and procedures, including authorizations, lodging, vehicles, mileage, meals, and more.

Corporate Purchasing Card Program

POLICIES AND PROCEDURES

Document Retention Policies

- [Critical Area Commission](#)
- [Fishing and Boating Services](#)
- [Human Resource Services](#)
- [Information Technology Services](#)
- [Land Acquisition and Planning](#)
- [Licensing and Registration Service](#)
- [Maryland Environmental Trust](#)
- [Maryland Forest Service](#)
- [Maryland Park Service](#)
- [Resource Assessment Service](#)
- [Watershed and Climate Services](#)
- [Wildlife and Heritage Service](#)

POLICIES AND PROCEDURES

State Vehicles

Rules for Drivers of State Vehicles

Pool Vehicle Registration System

Finance and Administrative Services (FAS) manages a pool of vehicles that are available for short-term loans through the [Pool Vehicle Reservation System](#) (PVRs).

Follow this [link](#) to self-register in the PVRs system. After registering, the link will direct users to complete a [Driver Acknowledgement form](#). Save and submit that form to the PVRs email (FAS.PVRS@maryland.gov). FAS staff will verify eligibility and MVA status to complete your registration.

When registration is complete, clicking the same [link](#) again will take you to the start page where you can submit a request for a pool vehicle.



POLICIES AND PROCEDURES

State Vehicles

Electric Pool Vehicles

The electric vehicles available to DNR employees are convenient, equipped with advanced safety systems, and better for the planet. EV users save time. When you are done driving an electric pool vehicle, instead of needing to run to the gas pump, you can just return to Tawes, plug in and walk away. Chevy Bolt and Mustang Mach-E vehicles are equipped with lane-centering and collision detection, helping to prevent fender benders and accidents. And with no combustion engine, there is no exhaust.

Chargers are available at more than 30 parks, forests and NRMAs to help reduce range anxiety. Level 2 chargers available at parks provide 25 miles of power for every hour of charging, so plan ahead if you need to refill at a park. Chevy Bolts have a range of about 250 miles, so you should feel comfortable in a Bolt for trips less than 150 miles round trip. Level 3 chargers are also available in some state locations, and can provide 100 miles or more with 30 minutes of charging.

When checking out an electric vehicle, you will receive a page with several QR codes - one shows a Google map of all chargers on state property, including Level 2 and Level 3 chargers. There is also a code for PlugShare, which will show all available public chargers in the area, including those out of the state network.

Chargers are available at the following Maryland state parks and other public lands: Assateague, Calvert Cliffs, Cedarville State Forest, Cypress Branch, Elk Neck, Fair Hill NRMA, Gunpowder Falls, Harriet Tubman, Herrington Manor, Janes Island, Martinak, Merkle NRMA, Newtowne Neck, North Point, Patapsco Valley, Pocomoke River, Point Lookout, Rocky Gap, Sandy Point, Sideling Hill, Smallwood, Susquehanna, Tuckahoe, Western Maryland Rail Trail, Wye Island NRMA, and Wolf Den Run.

State Vehicles

Guide to Using DNR's Electric Pool Vehicles

- **Reserve an electric vehicle.** Using the pool vehicle reservation system, request an EV in the special needs section. EVs can be checked out for round trips up to 150 miles. Longer trips are possible with a plan for recharging.
- **Pick up your vehicle from the K-Lot.** If you do not have access to the K-Lot, you can walk to retrieve the vehicle.
- **Be prepared.** There are welcome sounds when you get in and put your foot on the brake and start the vehicle. Check the display for any messages before each trip. Check the range to ensure the vehicle is fully charged.
- **Are you charged?** Every vehicle tin has a QR code that you can scan to find the nearest charging stations. Use the card attached to the keys to start the charging system at state facilities.
- **Return to DNR.** Charge your car. Return the EV to the K-Lot. Each set of EV keys has a round fob to access the K-Lot. Park at a charger, touch the ChargePoint card at the window to activate the charger, then connect the plug handle, lock the vehicle, and bring the keys and tin back to the reservation counter. Facilities will unplug the vehicle when it is charged.

More information on DNR's electric vehicle fleet can be found [here](#).

POLICIES AND PROCEDURES

State Vehicles

Unit Vehicles

Each unit has vehicles to support its mission. Before operating a state vehicle, a driver must submit a [Driver Acknowledgement form](#). That form is used to check the MVA record to verify driver eligibility. Driver acknowledgement forms can be sent to FAS.PVRS@maryland.gov.

Drivers with out-of-state licenses must annually provide a certified copy of their home state driving record along with the Driver Acknowledgement form. That record must show a valid license for the class of vehicles to be driven and a total of five or fewer points.



Accident Reporting

Any driver involved in an accident while operating a state vehicle must submit an [Accident Report](#) to the AccidentReviewBoard.dnr@maryland.gov email account. The accident report is to be completed by both driver and supervisor and should include photos from the scene and contact information for all involved. For instructions on completing the accident report, please review the [Accident Worksheet Guidelines](#).

Driving privileges may be revoked following any accident that is determined to have been preventable.

Recruitment

Recruitment Process

Following the Office of Fair Practice's approval of interview questions and panel, job requisitions are created and a job announcement is posted on JobAps. Positions are typically posted for two weeks. After the closing date, applications are annotated to identify qualified applicants. If necessary, qualified applicants are scored and selected for interviews by the hiring manager. Following a structured interview process with a diverse panel of interviewers, a final candidate is selected by the hiring manager and approved by Human Resource Services. If necessary, the Office of Fair Practices may also provide approval.

- **Merit Positions** offer a full benefits package
- **Long-Term Contractual (LTC) Positions** are twelve months in length*
- **Seasonal Positions** do not exceed ten months in length*

*Individuals in both seasonal and LTC contracts may receive a contract renewal request. Contract renewal is dependent on employee performance, needs, and budget.

Career Guide

The Maryland Department of Natural Resources Career Guide provides an overview of the career paths available across the department. Printed copies may be available by contacting Human Resource Services.

Career Fairs

If you are interested in attending and representing DNR at a recruitment event, please submit a [Recruitment Event Request Form](#). Human Resource Services will assist you with registration and logistics, and provide you with approved display and handout materials.

EMPLOYMENT

Internships



The Maryland Department of Natural Resources understands the importance of developing the next generation of environmental stewards. DNR interns gain experience in the day-to-day operations of a state agency while:

- Applying theory to real-world practice
- Learning from experienced mentors
- Boosting their skills and confidence
- Obtaining marketable experience
- Building a valuable network

Internships typically run for approximately ten to twelve weeks in the summer (June-August) and fall (October-December). Summer internships open for applications in February, and fall internships open for applications in July. Occasionally, off-cycle internships may also be offered.

DNR offers full and part-time paid and volunteer internships across a wide range of fields within its units. Depending on the needs of the agency, internships may be open to high school and/or college students. Students may complete an internship for academic credit.

For more information, please visit:

<https://dnr.maryland.gov/Pages/internships.aspx>.

EMPLOYMENT

Internships

Recruitment

Internships are posted on [JobAps](#) and follow the seasonal recruitment process.

Students may submit an **Internship Interest Form** to be notified when the next internship session is open to apply.

Requirements

Internship candidates must be currently enrolled in high school or college, or have graduated within one year of the internship start date.

The minimum requirements for an internship include:

- State application
- Resume
- Two letters of recommendation
- Unofficial transcript (minimum 2.5 GPA)

Hosting an Intern

If you're interested in hosting an intern, consider and discuss the following with your supervisor. Then contact Human Resource Services to get started.

- Do you have meaningful work that will develop an intern's skills and experience?
- Do you have a mentor available to support an intern's success?
- When do you need an intern? For how long?
- Do you have the budget for a paid intern or will this be a volunteer?

Payroll Schedule

STATE OF MARYLAND REGULAR PAYROLL SCHEDULE FISCAL YEAR 2026

PAYROLL NUMBER	START DATE	PAY PERIOD ENDING DATE	GROSS PAY FILE DUE DATE	BIWEEKLY PAY DATE	MONTHLY PAY DATE
01	06/11/2025	06/24/2025	06/26/2025	07/02/2025	
02	06/25/2025	07/08/2025	07/11/2025	07/16/2025	
03	07/09/2025	07/22/2025	07/25/2025	07/30/2025	07/31/2025
04	07/23/2025	8/05/2025 ^a	08/08/2025	08/13/2025	
05	08/06/2025	08/19/2025	08/22/2025	08/27/2025	08/29/2025
06	08/20/2025	09/02/2025	09/05/2025	09/10/2025	
07	09/03/2025	09/16/2025	09/19/2025	09/24/2025	09/30/2025
08	09/17/2025	09/30/2025	10/03/2025	10/08/2025	
09	10/01/2025	10/14/2025	10/17/2025	10/22/2025	10/31/2025
10	10/15/2025	10/28/2025	10/31/2025	11/05/2025	
11	10/29/2025	11/11/2025	11/14/2025	11/19/2025	11/26/2025
12	11/12/2025	11/25/2025	11/26/2025 ^b	12/03/2025	
13	11/26/2025	12/09/2025	12/12/2025	12/17/2025	
14	12/10/2025	12/23/2025	12/24/2025 ^b	12/31/2025	12/31/2025
15	12/24/2025	01/06/2026	01/09/2026	01/14/2026	
16	01/07/2026	01/20/2026	01/23/2026	01/28/2026	01/30/2026
17	01/21/2026	02/03/2026	02/06/2026	02/11/2026	
18	02/04/2026	02/17/2026	02/20/2026	02/25/2026	02/27/2026
19	02/18/2026	03/03/2026	03/06/2026	03/11/2026	
20	03/04/2026	03/17/2026	03/20/2026	03/25/2026	03/31/2026
21	03/18/2026	03/31/2026	04/03/2026	04/08/2026	
22	04/01/2026	04/14/2026	04/17/2026	04/22/2026	04/30/2026
23	04/15/2026	04/28/2026	05/01/2026	05/06/2026	
24	04/29/2026	05/12/2026	05/15/2026	05/20/2026	05/29/2026
25	05/13/2026	05/26/2026	05/29/2026	06/03/2026	
26	05/27/2026	06/09/2026	06/12/2026	06/17/2026	06/30/2026

a - Health deductions are not taken for biweekly employees.

b - Gross Pay Files must be approved early due to holiday/FMIS closing.

Gross Pay file due by 9:00 a.m. on Friday after PPE date unless advanced due to holiday schedule.

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Payroll Schedule

STATE OF MARYLAND CONTRACTUAL PAYROLL SYSTEM PAY SCHEDULE 2026

START DATE	PAY PERIOD ENDING DATE	GROSS FILE DUE DATE	BIWEEKLY PAY DATE
06/18/2025	07/01/2025	07/03/2025 ^a	07/09/2025
07/02/2025	07/15/2025	07/18/2025	07/23/2025
07/16/2025	07/29/2025	08/01/2025	08/06/2025
07/30/2025	08/12/2025	08/15/2025	08/20/2025
08/13/2025	08/26/2025	08/28/2025 ^a	09/03/2025
08/27/2025	09/09/2025	09/12/2025	09/17/2025
09/10/2025	09/23/2025	09/26/2025	10/01/2025
09/24/2025	10/07/2025	10/09/2025 ^a	10/15/2025
10/08/2025	10/21/2025	10/24/2025	10/29/2025
10/22/2025	11/04/2025	11/06/2025 ^a	11/12/2025
11/05/2025	11/18/2025	11/21/2025	11/26/2025
11/19/2025	12/02/2025	12/05/2025	12/10/2025
12/03/2025	12/16/2025	12/19/2025	12/24/2025
12/17/2025	12/30/2025	01/02/2026	01/07/2026
12/31/2025	01/13/2026	01/15/2026 ^a	01/21/2026
01/14/2026	01/27/2026	01/30/2026	02/04/2026
01/28/2026	02/10/2026	02/12/2026 ^a	02/18/2026
02/11/2026	02/24/2026	02/27/2026	03/04/2026
02/25/2026	03/10/2026	03/13/2026	03/18/2026
03/11/2026	03/24/2026	03/27/2026	04/01/2026
03/25/2026	04/07/2026	04/10/2026	04/15/2026
04/08/2026	04/21/2026	04/24/2026	04/29/2026
04/22/2026	05/05/2026	05/08/2026	05/13/2026
05/06/2026	05/19/2026	05/21/2026 ^a	05/27/2026
05/20/2026	06/02/2026	06/05/2026	06/10/2026
06/03/2026	06/16/2026	06/18/2026 ^a	06/24/2026

a - Gross Pay Files must be approved early due to holiday/FMIS closing.

Gross Pay file due by 9:00 a.m. on Friday after PPE date unless advanced due to holiday schedule.

COMPENSATION

Salary Information

Salary Schedules

The State Salary Plan outlines job titles, class codes, salaries, and other details for positions within the State Personnel Management System. Most employees are paid according to the Standard Salary Schedule, which as of July 1, 2024, includes 27 grades and 26 steps under two structures: STD and ASTD. Although both currently reflect the same pay rates, merit employees in Bargaining Units A, B, C, D, F, and H are classified under the ASTD scale. Their records will show “Compensation Grade: Bargaining Unit Employees in Units A, B, C, D, F and H” and “Compensation Grade Profile: ASTD (grade number).

Salary Scales

Salary scales define each of the payroll system salary structures (grades and steps) on an annual, bi-weekly, and hourly basis. Salaries are budgeted for the Fiscal Year, and are typically updated in July to reflect Cost of Living Adjustments (COLAs), if approved during the legislative session each spring. Effective and revision dates for each set of scales is noted.

COMPENSATION

Payroll Online Service Center (POSC)

POSC

The Comptroller's Office and the Central Payroll Bureau manage the Payroll Online Service Center to provide services that have been requested by state employees.

The system is designed for use by all state government active and recently retired employees who are/were paid by the Central Payroll Bureau; and for use by authorized state government payroll representatives.

First time users are required to execute the Sign Up process. This requires some personalized data and unique information found on your most recent pay stubs (pay stub information received within the last 8 weeks may be used). This process will help you generate a Logon ID and Password that will be used each subsequent time you access the POSC.

Services:

- Online view and print of 12 rolling months of most recent pay stub information
- Online view and print of year end (Prior Year) pay stub information
- Ability to eliminate the Central Payroll Bureau printed copy of your pay advice
- Duplicate W2 data for the most recent (3) reporting years
- If using Direct Deposit, ability to reverse decisions for Web only access vs printed pay stub information
- Online submission of Address Updates
- Online submission of Direct Deposit Updates
- Online submission for Updates to your W4 Withholding

BENEFITS

SPS Workday

SPS Workday is DNR's employee self-service system, designed to give you convenient access to manage your personal and work-related information. Within the platform, you can view and update details such as your contact information, emergency contacts, and job-related data. You also have the option to personalize your profile by adding a photo, work history, and educational background. Additionally, SPS Workday allows you to:

- View your grade and step
- See your gross annual salary
- Make your benefits selections
- Submit your timesheets

This system puts many essential tools at your fingertips, helping you stay informed and in control of your employment information.

Logging In

- [First-Time Login](#)
- [Current Employee Login](#)
- For login assistance for SPS, call the SPS Help Desk at 410-767-4112, Monday-Friday, 8 a.m. to 4:30 p.m.

Benefits Help

- [Initiate Life Events](#)
- [Access Enrollment Events](#)
- [Open Enrollment Help](#)
- [SPS Help Center](#)

BENEFITS

Employee Health Benefits

Maryland state employees can enjoy the benefits of state employment, from family-friendly discounts and programs to policies that offer support and flexibility you need at work and home. Benefits are determined by funding approval and employment status.

For more information, please contact:
hlsbenefits.dnr@maryland.gov.



Health Benefits Webpage

Visit the Health Benefits webpage for detailed information, including coverage, current rates, enrollment forms, news, updates, and more.

Health Benefits Guide

This Guide is a summary of general benefits available to State of Maryland eligible employees and retirees through the State Employee and Retiree Health and Welfare Benefits Program (the Program). Wherever conflicts occur between the contents of this Guide and the contracts, rules, regulations, or laws governing the administration of the various programs, the terms set forth in the various program contracts, rules, regulations, or laws shall prevail. Space does not permit listing all limitations and exclusions that apply to each plan. Before using your benefits, call the plan for information. Benefits provided can be changed at any time without the consent of participants.

BENEFITS

Retirement and Pension

State Retirement and Pension System

The Maryland State Retirement and Pension System has a long history of providing retirement benefits to employees and law enforcement officers of Maryland state and local employers. Membership is mandatory, with very limited exceptions. Please see the pension system handbook for information about these exceptions.

You earn service credit toward your retirement benefits each day you work and pay your required contribution (7% of your annual compensation).

Your service credit and age determine when you are eligible for retirement and how much your retirement benefit will be.

State retirement provides survivor, disability and service retirement benefits.

Pamphlets

- [Welcome to the Employees' Pension System](#)
- [Welcome to the Law Enforcement Officers' Pension System](#)
 - [Deferred Retirement Option Program](#)

Handbooks

- [Employees' Pension System Benefits Handbook](#)
(For employees enrolled before July 1, 2011)
- [Employees' Pension System Benefits Handbook](#)
(For employees enrolled on or after July 1, 2011)
- [Law Enforcement Officers' Pension System Benefits Handbook](#)

Retirement and Pension

Maryland Supplemental Retirement Plan (MSRP)

MSRP offers a variety of optional retirement plans for employees to put aside money from each paycheck toward retirement. These plans can help bridge the gap between what you have in your pension and Social Security, and how much you'll need in retirement.

The available plans include:

- **457(b)** Deferred Compensation Plan – tax-deferred, available to all State of Maryland employees, and also includes an after-tax Roth 457 option.
- **401(k)** Savings and Investment Plan – tax-deferred, available to all State of Maryland workers, and also includes an after-tax Roth 401(k) option.
- **401(a)** If funding is provided in the state budget, Maryland law authorizes a matching payment for most employee contributions to state sponsored supplemental retirement accounts. The status of the match program may change from year to year through legislative action.

BENEFITS

Accounts and Investments

Maryland College Investment Plan

A 529 plan, named after Section 529 of the Internal Revenue Code, is a tax-advantaged education savings plan designed to encourage families to save for future qualified education expenses. [Watch this video](#) for more information.

Why Save with the College Investment Plan?

It's flexible in more ways than one and offers a unique Maryland state income subtraction for Maryland taxpayers on contributions of up to \$2,500 per beneficiary each year.

- Decide how much you want to contribute starting with as little as \$25.
- Select your own investment options from Enrollment-Based Portfolio Solutions and Fixed Portfolios.
- Any earnings are federally tax-free when used for qualified education expenses at colleges and trade schools, K-12 tuition, and more.
- Your contributions may be eligible for a Maryland state income subtraction.
- You could be eligible to receive a \$250 or \$500 contribution through the state Contribution Program.
- Invite friends and family to be a part of your savings journey with a Ugift® code that links directly to your account.

Flexible Spending Account (FSA)

An FSA uses pre-tax dollars – deducted from your paycheck, pre-tax – to reimburse eligible expenses. Because FSAs are funded with pre-tax money, you save on state, federal and FICA (Social Security) taxes.

State Employees Credit Union (SECU)

BENEFITS

Housing

DNR Employee Housing

DNR offers housing opportunities to eligible employees through its Employee Housing Program. This program includes both Fair Market Value leases, where employees pay standard rent, and Operational leases, which may reduce or waive rent in exchange for on-site duties such as security, emergency response, or basic maintenance. Employees must meet specific eligibility criteria, including a minimum of six months of employment and a satisfactory performance record. Housing is assigned through a fair application process overseen by the Housing Review Committee. Available opportunities are posted internally, and lease terms and conditions vary by property.

For more information, please review the [**DNR Employee Housing Policy**](#).



BENEFITS

Housing

House Keys 4 Employees Program

The State of Maryland is a participating employer in the House Keys 4 Employees Program. As a participating employer, the state provides financial assistance to active State of Maryland government employees (permanent and contractual employees) purchasing a home through the Maryland Mortgage Program (MMP) using a 1st Time Advantage 6000 or a Flex 6000 loan. The amount available to state employees through the House Keys 4 Employees Program is \$2,500, which would be layered with the existing \$6,000 for a total of \$8,500 in a zero percent deferred loan.

To learn about how you can take advantage of this assistance, start by [Finding a Lender](#) so you can get pre-qualified for an MMP loan. Homebuyer education is required for all MMP borrowers purchasing a home.

State of Maryland government employees DO NOT need to submit a "Verification of Partner Contribution" form with their loan application. State employees need to inform their Lender of their status as a State of Maryland employee, which the Lender will verify by reviewing the employee's pay stub (through POSC). NOTE: Employees of quasi- or independent state agencies, or the University System of Maryland, are not considered State of Maryland government employees for the purposes of this program.

A further \$1,000 in Down Payment Assistance through the Smart Keys 4 Employees (also an interest-free, deferred loan) may be available if the employee is purchasing a home that is:

- Within 10 miles of their place of employment OR within the same County as the place of employment, AND
- The property is located in a Priority Funding Area

If you are a State of Maryland employee purchasing a home in Baltimore City, you may be eligible for the [Live Near Your Work](#) program.

BENEFITS

Employee Discounts

Free Transit

Permanent state employees are entitled to use the Baltimore Light Rail, the Baltimore Metro Subway, the Baltimore Bus Service (Local Bus Service and Express Bus Service), as well as the following Baltimore Region Commuter Bus Routes:

- Route 210 (Kent Island and Annapolis to Downtown Baltimore)
- Route 215 (Downtown Baltimore and Cromwell Station to Annapolis)
- Route 310 (Columbia to Downtown Baltimore/Johns Hopkins Hospital)
- Route 320 (Downtown Baltimore to Jessup/Columbia)
- Route 410 (Churchville and all stops in Harford County to Downtown Baltimore)
- Route 411 (White Marsh and Hickory and all stops in Harford County to Downtown Baltimore)
- Route 420 (White Marsh, U.S. 40 and Ebenezer Rd. and Union Ave. to Downtown Baltimore)

There is no charge to the permanent state employee with a valid state ID card. This benefit can be used any time of the day or evening, including weekends. The Free Mass Transit Benefit does not include MARC trains, commuter buses that serve Washington, D.C., or any special event buses. For all transit schedules and maps, including MTA's commuter bus map showing the Baltimore buses, please click [Transit Schedules](#).

State Shuttle

Annapolis Transit operates a shuttle from the Navy-Marine Corps Memorial Stadium to the Central Business District. The shuttle bus runs approximately every 20 minutes and is free to ride with a state ID.

[State Shuttle Route Map](#)

BENEFITS

Employee Discounts

Sporting Events

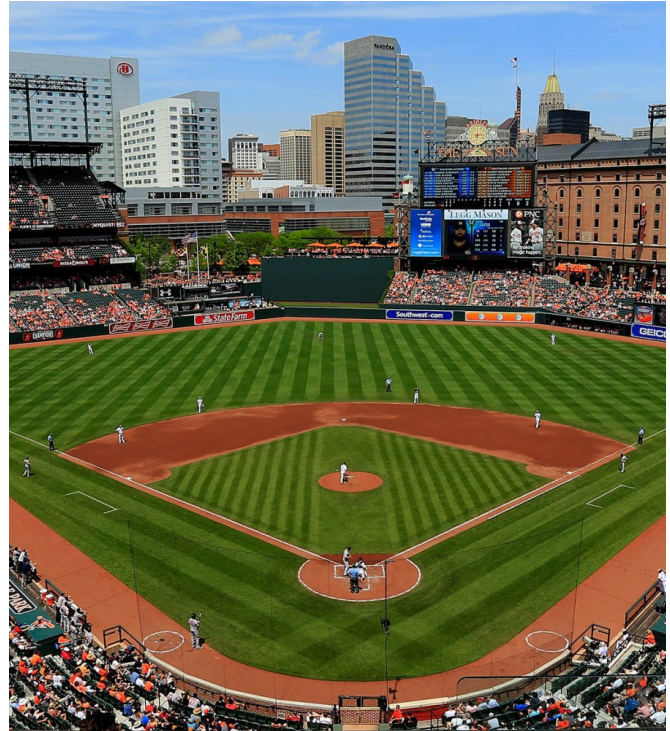
Please join friends, family, and colleagues for Maryland state employees Orioles discount offer games.

[Orioles Tickets](#)

The Washington Commanders invite Maryland state employees to Commanders Field for an NFL game day experience!

[Washington Commanders Tickets](#)

Password: **Maryland**



Additional Discounts

You may have access to additional discounts through your selected Health Care Provider. See the [Health and Wellness Perks Flyer](#) for more information.

Other Benefits

Bilingual pay and tuition reimbursement programs are available through the State of Maryland. Please contact hर्सbenefits.dnr@maryland.gov for more information.

BENEFITS

Health and Wellness

Employee Wellness Webpage

Offers health resources for state employees, including fitness, stress management, and wellness coaching through major healthcare providers.

Health and Wellness Perks Flyer

You have access to different Health and Wellness Resources, depending on your selected healthcare provider. Being a member of State of Maryland Health Benefits gives you access to discounts, mental health resources, and other health programs,

Mental and Behavioral Health Resources

We are here to help. We encourage you to explore these resources regarding mental and behavioral health services. Prioritizing your mental wellbeing and behavioral health is essential for becoming the best version of yourself.

Employee Assistance Program (EAP)

Offers confidential support to state employees referred by their supervisor who are facing personal challenges that may affect their job performance. This service is completely voluntary.

Wellness Webinar Library

Free, virtual sessions led by licensed clinicians or coaches, focusing on topics such as stress management, communication skills, and emotional well-being.

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BENEFITS

MyMDCares

Provided by BHS, your MyMDCares provides you and your household members with free, confidential, in-the-moment support to help with personal or professional problems that may interfere with work or family responsibilities.

What Happens When You Contact MyMDCares?

A MyMDCares BHS Care Coordinator (master's level clinician) will confidentially assess the problem, assist with any emergencies and connect you to the appropriate resources. The Care Coordinator may resolve your need within the initial call; assess your need as a short-term issue, which can be resolved by a MyMDCares BHS counselor within the available sessions; assess your need as requiring long-term care and assist with connecting you to a community resource or treatment provider available through your health insurance plan.

Common Reasons to Use MyMDCares

Relationship issues (family friends, work relationships), life changes (illness, divorce, retirement), emotional wellbeing risks (burnout, depression, anxiety), and everyday life challenges (daily responsibilities, parenting, financial, legal).

Ways to Contact MyMDCares

- Call - 844.405.8200
- Text - 800.327.2251
 - #BEBETTER to connect with a master's level MyMDCares BHS Care Coordinator
 - #WORKLIFE to connect with a Work-Life Resources Specialist
- Visit the Portal - <https://portal.bhsonline.com/>
- Search MyMDCares where you download apps

MyMDCares Resources

- [MyMDCares Webpage](#)
- [Overview Video](#)
- [Welcome Kit](#)
- [Orientation Webinar](#)

TIMEKEEPING AND TIME OFF

Timekeeping

SPS Training

Timekeeping Help Center



HR



Time



Benefits



Reports

Welcome to the SPS Timekeeping Help Center. SPS Timekeeping launched March 16, 2016 as part of Phase II of the SPS project. Timekeeping functions in the SPS system replaced an assortment of automated and paper based time recording methods across the State, and help the State streamline and modernize the way that we track time and attendance, manage requests for leave and manage time off. The Timekeeping Help Center offers information to help Agencies post launch of the new system.

Timekeeping Related to Coronavirus

-  [Contractual Time Entry](#)
-  [FAQs for Timesheet Entry](#)
-  [Elevated Level II Scenarios](#)



SPS Timekeeping Go-Live Webinars

TIMEKEEPING AND TIME OFF

Telework

Our valuable state employees are a critical part of our work to serve and improve the lives of Marylanders. We need to continue to rebuild the state government and ensure we are recruiting and retaining a world-class government workforce. We cannot fully execute the Moore-Miller agenda without a well-supported and well-staffed workforce. For Maryland's government to truly serve its people, it must operate at full capacity. The goal of Maryland's flexible work program is to attract and retain talent, improve the quality of life for state employees in a consistent and equitable manner, improve productivity, increase job satisfaction, and provide Maryland citizens with superior service.

To increase staff collaboration, allow new employees to better integrate into the work environment, and foster overall work efficiency, the Moore-Miller Administration is implementing a new hybrid work policy in collaboration with our exclusive bargaining representatives.

Our work on this updated policy has been anchored in the following guiding principles: The Administration will **Be Innovative** in its efforts to create an efficient and resilient government, while ensuring state employees are provided the tools and resources to achieve a healthy work/life balance in a consistent and equitable manner.

The Administration will **Be Responsive** to the citizens we serve while fostering a work environment that is supportive of innovative ideas to achieve work goals and meet operational timelines.

And the Administration will be **Data-Driven, Heart-Led**, relying on data and experience to provide agency heads with the ability to design a flexible work schedule that balances a productive and flexible workforce with the needs of Maryland citizens.

Resources

[Teleworking Information Center](#)

[Telework Policy](#)

[Telework Eligible Classes](#)

[DBM Telework FAQs](#)

[DNR Telework FAQs](#)

[DNR Managed State Work Sites Process](#)

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TIMEKEEPING AND TIME OFF

2026 State Holidays

New Year's Day	Thursday	January 1
Birthday of Dr. Martin Luther King, Jr.	Monday	January 19
Presidents' Day	Monday	February 16
Memorial Day	Monday	May 25
Juneteenth	Friday	June 19
Independence Day	Friday	July 3
Labor Day	Monday	September 7
Columbus Day	Monday	October 12
Election Day	Tuesday	November 3
Veterans' Day	Wednesday	November 11
Thanksgiving Day	Thursday	November 26
American Indian Heritage Day	Friday	November 27
Christmas Day	Friday	December 25

Special Closings and Liberal Leave

Under certain emergency conditions, Maryland state government may declare liberal leave for its non-emergency essential employees. Such determinations are reported to the media and are posted on the Department of Budget and Management's website, [Weather Related Leave and Closings](#).

The following conditions apply when liberal leave is in effect:

- Non-emergency essential employees are allowed to be absent for a portion of a workday or the entire workday and are charged paid leave (i.e., annual, compensatory or personal) or leave without pay, as appropriate, for the period of absence. **Employees must notify their supervisors if they intend to take liberal leave.**
- Non-emergency essential employees who do not report to work under a liberal leave determination will not be penalized for unapproved absence.
- Non-emergency essential employees arriving late under a liberal leave determination will not be penalized for tardiness, but will be charged paid leave or leave without pay, as appropriate, for the period between the regular starting time and their arrival.
- If liberal leave is announced during the workday, non-emergency essential employees will be permitted to leave the work site, at their discretion after apprising their supervisors. Employees will be charged paid leave or leave without pay, as appropriate, for the period between their departure and the end of their regular workday.

Special Closings and Liberal Leave

Important Liberal Leave Information

- Liberal leave determinations do not apply to emergency essential employees. Emergency essential employees are required to report for work when liberal leave is declared, unless they are specifically excused by their supervisors.
- Employees may not use sick leave for a liberal leave absence unless the absence meets the criteria for sick leave in the State Personnel and Pensions Article (i.e., illness or disability of the employee; death, illness or disability of a member of the employee's immediate family; following the birth of the employee's child; when a child is placed with the employee for adoption; or for a medical appointment of the employee or a member of the employee's immediate family).
- Maryland state government liberal leave determinations do not apply to temporary and contractual employees.
- Maryland state government liberal leave determinations do not apply to employees of educational institutions under the jurisdiction of the University System of Maryland, Morgan State University, St. Mary's College, Maryland School for the Deaf or Baltimore City Community College.

TIMEKEEPING AND TIME OFF

Leave Information

Below are the various types of paid leave available to state employees. If you have questions regarding this information, please contact hrsbenefits@maryland.gov.

Accident Leave

Leave that is granted to an employee as a result of a work-related accident that is determined to be compensable by the Injured Worker's Insurance Fund or the Worker's Compensation Commission. Accident leave is compensated at 2/3 the employee's normal pay. An employee must use accident leave beginning on the first day of the disability and continuing until the day the employee is certified to return to work by a health care provider or 6 months from the day of the disability, whichever is earlier.

Annual Leave

Leave that can be used for any purpose with prior approval from the employee's supervisor; new employees must complete 6 months of state service before using annual leave; this leave is accrued based on years of service starting at 10 days per year and up to 25 days per year with 20 years of service; employees may carry up to 75 days or 600 hours over from one year to the next.

Rate of Annual Leave Earning (based 8 hour workdays for full-time employees):

Less than 5 years	10 workdays/year
5 - less than 10 years	15 workdays/year
10 - less than 20 years	20 workdays/year
20 or more years	25 workdays/year

Leave Information

Compensatory Leave

Leave earned by an employee whose classification is not designated to receive overtime payments and who has worked at least ½ hour beyond the employee's regular workday. Compensatory leave must be used within 1 year of the date on which it was accrued. Compensatory leave can be used for any purpose with prior approval from the employee's supervisor.

Death in the Family

A maximum of 5 working days may be charged to sick leave in the event of a death of a member of the employee or spouse's immediate family. An employee may elect to receive up to 3 days of bereavement leave instead of using 3 of the 5 sick days that an employee is allowed to use upon the death of members of the employee's immediate family. A maximum of 1 working day may be charged to sick leave for other designated family members.

Disaster Service Leave

On request, an employee may be entitled to this leave if the employee is certified by the American Red Cross as a disaster service volunteer and the American Red Cross requests the services of the employee during a disaster that is designated at Level II, or above in the regulations and procedures of the National Office of the American Red Cross or is a member of the Civil Air Patrol, U.S. Coast Guard Auxiliary, Maryland voluntary organizations active in a disaster, a volunteer emergency medical services department, a volunteer fire department, a volunteer rescue company or volunteer rescue squad, or a community emergency response team.

An employee may use up to 30 days of disaster service leave in any 12 –month period only after obtaining approval from the employee's appointing authority.

Leave Information

Exams and Interviews for State Positions

An employee may be granted up to 4 hours leave to take examinations and attend interviews for state positions.

Holiday Leave

Employees receive at least 11 paid holidays per year. An additional holiday is observed during each statewide election day.

Jury Service Leave

Leave that is granted when an employee is required to serve as a member of a jury, only when the employee's jury service occurs on the employee's scheduled workday.

Leave Bank

An employee may donate 8 hours of personal leave to the State Employees Leave Bank within the first 60 days of employment in order to become a member of the Leave Bank. All other donations must be made during the open enrollment period. The employee may donate unused annual, personal or sick leave. An employee may only donate sick leave to the extent that the donating employee has a sick leave balance of at least 240 hours after the donation. Membership in the Leave Bank is for 2 years. Leave from the leave bank may be transferred to an employee who has exhausted all forms of annual, sick, personal and compensatory leave because of a serious and prolonged medical condition; and has been a member of the Leave Bank for at least 90 days.

Leave Donation Program

An employee may donate annual, personal and/or sick leave to other employees who have a serious and prolonged medical condition and who have exhausted all their leave.

Leave Information

Legal Actions Leave

Leave that is granted to an employee who is summoned to appear in a court action, before a grand jury, before an administrative agency, or for a deposition, and is neither a party to the action nor a paid witness.

Military Leave, Military Administrative (Uniformed Services) Leave, and Armed Services Leave

- **Military Leave**
 - PAID – Used for Military Training or Active Military Training for a maximum of 30 days (effective July 1, 2024) annually.
- **Military Administrative Leave (Uniformed Services Leave)**
 - UNPAID – Used for Active Military Duty, not including active-duty training, to be paid the difference between the employee's military salary and the employee's State salary while on active military duty.
- **Armed Services Leave**
 - UNPAID – After 30 days of Military Leave is exhausted for the year and Military Admin is not applicable. Maximum up to 2 years of unpaid leave and no accrual.

Organ Donor Leave

Leave that is granted to an employee who is an organ or bone marrow donor. In any 12-month period, an employee may use up to 7 days of organ donation leave to serve as a bone marrow donor; and 30 days of organ donation leave to serve as an organ donor. Employee must contact their human resources office to apply.

Leave Information

Paid Family Medical Leave (PFML)

Starting on July 1, 2026, the Maryland State Employee Paid Family and Medical Leave program (PFML) will provide up to 12 weeks of job-protected paid leave every 12 months. PFML covers important qualifying life events such as welcoming a new child, managing a serious health condition, caring for a family member with a serious health condition, or addressing family needs related to a uniformed service member's deployment.

All current State employees in the Executive Branch (permanent, temporary, and contractual) are eligible for PFML. There is no waiting period -- you are eligible to apply starting the first day of your State service – and this benefit is free to all employees. There is no “buy-in”, payroll deduction, or other cost to you for PFML.

You can apply for benefits by submitting the application forms found in the 'PFML Forms' section to your HR department. You can submit your application up to 60 days before or after the first date of leave needed (if you know you will need to take leave ahead of time, you must let your HR team know in writing at least 30 days before you need to start your leave). You should hear back from your agency HR with a decision on your application within five working days.

You can take your 12 weeks of PFML in increments as small as four hours. While out on PFML, you will continue to earn your regular salary, earn leave, and keep your health and other benefits.

[Policy](#)

[FAQs](#)

[Forms](#)

Leave Information

Personal Leave

Leave that can be used for any purpose with prior notification to the employee's supervisor; each employee is entitled to 6 days, not to exceed 48 hours, of personal leave at the beginning of the first full pay period of the calendar year. Personal leave may be pro-rated for new employees based on the month the employee begins employment. Personal leave may not be carried over from one year to the next.

Religious Observances

An employee, including a temporary employee, may elect to work overtime to earn compensatory time for an absence for religious observance.

Sick Leave

Leave that can be used for the following reasons:

- for illness or disability of the employee;
- for death, illness or disability of a member of the employee's immediate family;
- following the birth of the employee's child;
- when a child is placed for adoption;
- or for a medical appointment of the employee or a member of the employee's immediate family.

Employees earn sick leave at the rate of 15 days per year. Employees must notify their supervisor when using this leave. There is no limit to the number of sick leave days an employee may accrue or carry over into a new calendar year.

Leave Information

Sick and Safe Leave

Leave that is granted pursuant to the Maryland Healthy Working Families Act (the Act), which went into effect on February 11, 2018. Permanent state employees whose percentage of employment is at least 50% currently earn leave at a greater rate than is required by the Act and may be permitted to use earned annual, sick, or personal leave (or accrued compensatory time) as provided by state leave laws for “sick and safe” reasons, as noted below.

Temporary state employees who regularly work at least 12 hours in a week (even if, on occasion, the employee works less than 12 hours in a week) and permanent state employees whose percentage of employment is below 50% will accrue at least 1 hour of sick and safe leave for every 30 hours that the employee works. If a temporary employee already earns leave in accordance with the Executive Order 01.01.2017.09, Sensible Paid Leave in the Executive Branch of state government, the employee will not earn additional leave.

Pursuant to the Act, all state employees who regularly work at least 12 hours per week may use earned leave for the following “sick and safe leave” purposes:

- To care for or treat the employee's mental or physical illness, injury, or condition;
- To obtain preventive medical care for the employee or employee's family member;
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave; or
- If the absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member, and the leave is being used by the employee to obtain for the employee or the employee's family member:

Leave Information

Sick and Safe Leave Cont.

- medical or mental health attention that is related to the domestic violence, sexual assault, or stalking;
- services from a victim services organization related to the domestic violence, sexual assault, or stalking;
- legal services or proceedings related to or resulting from the domestic violence, sexual assault, or stalking; or
- during the time that the employee has temporarily relocated due to the domestic violence, sexual assault, or stalking.

An employer is not required to allow an employee to earn more than 40 hours of sick and safe leave in a year; accrue more than 64 hours at any time; or use more than 64 hours of earned sick and safe leave in a calendar year. If an employee has unused earned sick and safe leave at the end of the year, the employee may carry over the balance of the earned sick and safe leave to the following year, up to a 40-hour carryover maximum.

When the need to use sick and safe leave is foreseeable, employees should make a request to use the leave in advance. If the need to use earned sick and safe leave is not foreseeable, employees should notify their supervisor as soon as practicable and generally comply with any notice or procedural requirements for requesting or reporting leave usage. If the use of sick and safe leave meets the requirements of the Family and Medical Leave Act, appropriate steps should be taken to provide the employee with this protection, which generally will run concurrently with sick and safe leave.

[Notice](#)

[FAQs](#)

[Recording and Tracking Sick and Safe Leave in Workday](#)

Family and Medical Leave Act (FMLA)

FMLA Guide

This booklet contains information on FMLA including a description of the program, definitions of terms, eligibility information, information on how the program works and what to do if you need to use Family and Medical Leave.

Contact hrsbenefits.dnr@maryland.gov for more information.

FMLA Forms

- [FMLA Employee Rights and Responsibilities](#)
- [DNR FMLA Fast Facts - Information Sheet](#)
- [DNR FMLA Request & Review Form and FMLA Form 380E \(Employee\)](#)
- [DNR FMLA Request & Review Form and FMLA Form 380F \(Family Member\)](#)
- [DNR FMLA Certification of Qualifying Exigency for Military Leave Form 384](#)
- [DNR FMLA Covered Service Members Form 385](#)
- [DNR FMLA Supervisor's Guide](#)

PROFESSIONAL DEVELOPMENT

Training

Mandatory Training Schedule for all Merit and Contractual Employees

Once	New Employee Orientation	All Employees
Every 2 years	Sexual Harassment Prevention in the Workplace	All Employees
Once	PEP Employee Briefing	All Employees
Every 2 years	Bullying in the Workplace	All Employees
Once	Customer Service	All Employees
Once	Domestic Violence	All Employees
Once	Drug Testing Policy	All Employees
Annual	Annual Corporate Compliance, Ethics, and HIPAA	Assigned Employees
Once	Supervisor Training	Assigned Supervisors/Managers
Every 2 Years	Bullying in the Workplace for Managers	Assigned Employees
Once	ADA Supervisor's Workshop	Assigned Employees
Every 5 Years	Driver Improvement Program	All Employees
Once	Corporate Purchasing Card	Assigned Employees
Every 2 Years	Interview Panel Briefing	Interviewers
Annual	Heat Illness Prevention	All Employees

SPS Workday Learning

SPS Workday Learning enables employees to efficiently navigate the Learning Home page and maximize their learning opportunities. By meeting these objectives, employees will be equipped to utilize personalized recommendations and effectively pursue their learning and development goals.

SPS Workday Learning Tutorials

[Navigating Workday Learning](#)

[Employee Introduction to Workday Learning \(Video\)](#)

[Manager Introduction to Workday Learning \(Video\)](#)

For more videos and resources on navigating SPS Workday Learning, please visit:

<https://dbm.maryland.gov/sps/Pages/SPS-Training.aspx>

PROFESSIONAL DEVELOPMENT

Supervisor Training and Engagement Program (STEP)

Interested in creating a capstone project for DNR Leadership?

Want to collaborate with your peers to enhance DNR's goals?

Want to enhance your leadership skills?

Want to challenge yourself at DNR?

The Supervisor Training and Engagement Program (STEP) is a 12-week professional development experience designed to grow confident, capable leaders across the Department of Natural Resources (DNR). Designed for supervisors and program managers, STEP blends weekly leadership forums, executive engagement, and applied learning focused on building practical management and leadership skills. Participants explore leadership philosophies, deepen their self-awareness, and strengthen their capacity to lead teams effectively and equitably.

The curriculum progresses from foundational leadership concepts to advanced topics like communication, team dynamics, conflict resolution, and inclusive leadership. Participants also engage directly with key internal support units—including Employee Relations, the Office of Fair Practice, and the Attorney General's Office—to better understand how to lead within DNR's structure. Throughout the program, participants apply what they learn to a DNR-focused capstone project that targets an actual growth area within the agency. The program culminates with a formal capstone presentation to DNR's executive leadership in week 12, allowing participants to showcase their development and contribute innovative, actionable ideas that support DNR's mission.

For more information, please contact: rob.dibiagio@maryland.gov.

Performance Planning and Evaluation Program (PEP)

The Performance Planning and Evaluation Program is a process by which supervisors and employees can come together to discuss goals, objectives, and expected performance throughout the year. This process allows the supervisor and employee to improve their communication and plan for higher levels of output from the unit or department. The actual performance evaluation is a logical extension of the process which allows the supervisor and employee to appraise and discuss the accomplishment of certain standards and goals.

Supervisors should read the Performance Planning and Evaluation Program (PEP) Guidelines and Instructions to familiarize themselves with the process.

Before signing the PEP form, supervisors should read and be familiar with the Code of Fair Employment Practices.

Performance Planning and Evaluation Program (PEP)

PEP Process

There are three basic phases to the Performance Planning and Evaluation Process:

- **The Performance Planning Phase**--The supervisor and employee meet at the beginning of the review cycle to discuss performance expectations for the upcoming cycle.
- **The Mid-Cycle Performance Evaluation**--The supervisor evaluates the employee's performance according to the criteria that were discussed at the beginning of the cycle or any that have been amended in the meantime.
- **The End-of-Cycle Performance Evaluation**--The supervisor reviews the employee's performance according to the standards and criteria and assigns an overall rating.

The performance standards are documented in the Position Description (Form MS-22). During the five days preceding the Mid- and End-Cycle evaluation, the employee may complete a self-assessment to discuss with his or her supervisor during the evaluation meeting.

Probationary Evaluations

In addition to the Performance Planning and Evaluation Process, employees on probation shall receive a written evaluation of the employee's performance and any recommendations for improvement at the end of the employee's first 90 days of probation, at the end of the initial probationary period, and at the mid-point and end of any extension of the probationary period.

Performance Planning and Evaluation Program (PEP)

Evaluation Forms

Links to the evaluation forms for use with the PEP process can be found below. These forms should be used for all permanent employees, including those in the Executive Service.

[Management Employees \(accessible\)](#)

[Non-Supervisory Employees \(accessible\)](#)

[Supervisory Employees \(accessible\)](#)

[Management Employees \(Revised 5-20-2019\) \(non-accessible\)](#)

[Non-Supervisory Employees \(Revised 5-20-2019\) \(non-accessible\)](#)

[Supervisory Employees \(Revised 5-20-2019\) \(non-accessible\)](#)

[Performance Improvement Plan \(Revised 3-26-2013\)](#)

[Supervisor Feedback Instrument](#)

Grievances and Appeals

Employees in the State Personnel Management System (SPMS) have the right to appeal a disciplinary action and to grieve Management actions they feel violate law or policy. The SPMS Appeal and Grievance Form is used to both appeal a disciplinary action and to file a grievance. The process for each type of appeal is outlined on the second page of the **SPMS Appeal and Grievance Form**.

EMPLOYEE RELATIONS

Collective Bargaining Agreements

Approximately 30,000 Maryland state employees have **collective bargaining rights**. This means that organizations certified as the exclusive bargaining representative are entitled to negotiate with the Governor or his designee(s) regarding wages, hours, and working conditions on behalf of bargaining unit employees.

The current exclusive bargaining representatives and their respective bargaining units are listed below.

A - <u>Labor and Trades</u>	<u>AFSCME Maryland - American Federation of State, County and Municipal Employees</u>
B - <u>Administrative, Technical and Clerical</u>	
C - <u>Regulatory, Inspection and License</u>	
D - <u>Health and Human Services Non Professional</u>	
G - <u>Engineering, Scientific and Administrative Professionals</u>	<u>MPEC - Maryland Professional Employees Council</u>
I - <u>Sworn Police Officer</u>	<u>State Law Enforcement Officer's Labor Alliance</u> July 1, 2022 - June 30, 2025

EMPLOYEE RELATIONS

Supervisors

This Supervisor's Overview has been designed to serve as a quick reference for issues relating to the supervision of employees within the State Personnel Management System (SPMS) of the State of Maryland; however, it merely summarizes information contained in the State Personnel and Pensions Article, COMAR, various personnel policies, and the collective bargaining Memoranda of Understanding (MOUs). It does not, in and of itself, create any rights, benefits, or duties. In addition to the topics covered in this Overview, individual agencies may have adopted policies and procedures that apply to their employees. If there are any inconsistencies between these summaries and the applicable laws, policies, or MOUs, the provisions of the applicable laws, policies, or MOUs govern. In the event of a dispute, the provisions contained in the appropriate source documents will govern. This Overview is not a contract and does not constitute an agreement, implied or otherwise, as to the terms and conditions of employment within the SPMS. If you have any questions regarding the information contained in this Overview, you are encouraged to contact your departmental personnel office.

One of the primary roles of a supervisor is to ensure that employees are working effectively and efficiently. Supervisors provide direction and guidance, develop employees through training, coaching and mentoring, set performance standards, and, when necessary, take corrective action, including recommending disciplinary action to the appointing authority.

There are many steps supervisors can take to be proactive and to prevent personnel problems down the road. One important step is the careful hiring of employees. To improve the likelihood that an applicant will become a successful employee, management should:

- Verify that the applicant's skills and abilities are a good match for the position;
- Perform reference checks to obtain information about the applicant's attitude, attendance, performance abilities, and reason for leaving prior employment; and
- Particularly for applicants who are current state employees, obtain a release from the applicant and review the applicant's Official Personnel File (OPF) to check for any red flags which stand out, and then follow up with the applicant for clarification.

EMPLOYEE RELATIONS

Supervisors

After hire, be sure the employee knows what is expected. Provide the employee with a current Position Description (MS-22) form and be prepared to orient the employee to the job. At least annually, review the MS-22 with the employee to ensure that it is accurate. Discuss how and when the employee will be evaluated and discuss performance expectations, and consequences of failing to meet them. Document these discussions, as appropriate, and provide a copy to the employee.

When coaching or instruction is offered, and problems are recognized and resolved early, the need for disciplinary action often can be reduced or eliminated. Supervisors should instruct employees in a manner that offers employees an opportunity to meet established performance standards and conform to the rules of conduct in effect.

When it is necessary to impose disciplinary action, the effective handling of such matters requires good judgment, common sense, and conformance with applicable laws, regulations, procedures and memoranda of understanding (MOUs). The primary purpose of discipline is corrective, not punitive. Remember that discipline may be imposed only by the appointing authority, and only after certain steps have been taken.

It is vitally important that discipline is administered in a fair and equitable manner.

Prior to the point at which discipline becomes appropriate, supervisors should have identified and documented performance or conduct-related problems, and should have had discussions about these issues with the employee, and provided training or other opportunities to improve performance.

Supervisors must accept responsibility for keeping employees informed on an ongoing basis as to their performance or conduct-related issues.

Discipline

Disciplinary Action Appeals

Coaching

Conduct or Behavioral Issues

Counseling

Employee Assistance Program

Performance

Employee Separation Process

Resignation and Termination

Upon notice of your separation, Human Resource Services will coordinate the following with you:

- Exit Interview (if applicable)
- [Maryland Department of Labor's Division of Unemployment Notice](#)
- [Separation from Service Equipment Check-Off List](#)
- [Financial Disclosure](#) (If applicable)
- [Miscellaneous Separation Information](#)

Retirement

Prior to completing any retirement paperwork, please [contact the State Retirement Agency](#) to speak to a Retirement Specialist and view [mySRPS](#) regarding your benefits.

After speaking with SRA, please contact the HRS Benefits team at hrsbenefits.dnr@maryland.gov and they will provide you with information and the required documents to start the process of retiring.

RESOURCES

Quick Links



- [Benefits](#)
- [Corporate Purchasing Card Program](#)
- [DBM Forms](#)
- [DBM Policies](#)
- [DNR Policies](#)
- [DNR Website](#)
- [Elsevier and ScienceDirect](#)
- [Enoch Pratt Free Library](#)
- [Flickr Photo Bank](#)
- [Floor Warden List](#)
- [Guest WiFi](#)
- [How to Make a Purchase](#)
- [HRS Forms](#)
- [Internships](#)
- [Intranet](#)
- [IT Service Desk](#)
- [Job Openings](#)
- [Letterhead](#)
- [Maryland State Retirement and Pension System](#)
- [MyMDCares](#)
- [Office of Fair Practices](#)
- [Payroll Online Service Center \(POSC\)](#)
- [Payroll Schedule \(Contractual FY2026\)](#)
- [Payroll Schedule \(Regular FY 2026\)](#)
- [Pool Vehicle Reservation System](#)
- [PowerPoint Template](#)
- [Request Translation Services](#)
- [SPS Help Center](#)
- [SPS Training](#)
- [State Holidays \(2026\)](#)
- [Teleworking Information Center](#)
- [Weather Related Leave and Closings](#)
- [Wellness](#)
- [Workday](#)

Wes Moore - Governor | Aruna Miller - Lieutenant Governor
Josh Kurtz - Secretary



Contact Information:
Toll Free in Maryland 1-877-620-8DNR ext. 8772 or 410-260-8772
Web: dnr.maryland.gov

The facilities of the Maryland Department of Natural Resources are available to all without regard to race, color, religion, sex, sexual orientation, age, national origin or physical or mental disability.



Thank You