



Know Your Rights: Bullying Edition!

Did you know the State of Maryland has an official [Workplace Bullying Policy](#)?

Do you understand the different types of bullying?

Do you know how to [file a complaint](#) if you or a coworker is experiencing bullying?

Let's break it down:

Bullying 101

There are **two types of workplace bullying**:

- **Bullying NOT based on a protected class** (general bullying or harassment)
- **Bullying based on a protected class**, including:
 - Race
 - Gender
 - Age
 - National origin
 - Religion
 - Disability
 - Sexual orientation
 - Other categories protected by law

Examples of workplace bullying include, but are not limited to:

- Personal attacks (angry outbursts, excessive profanity, or name-calling);
- Personal insults and use of offensive nicknames;
- Public humiliation.
- Encouragement of others to turn against the targeted employee;
- Spreading rumors and gossip about the targeted employee;
- Sabotage of a coworker's work product or undermining of an employee's work performance;
- Threats of abuse to an individual or an individual's property (defacing or marking up property);
- Being unjustifiably offensive toward fellow employees, wards of the State, or the public;
- Making threats about job security without foundation; or



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- Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets.
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Bullying conduct does not include:

- A single incident of unreasonable behavior;
 - Disciplinary action taken in accordance with applicable law, regulation or policy;
 - Routine coaching and counseling, including feedback about and correction of work performance or conduct;
 - Exercising management's prerogative to appoint, promote, transfer, or reassign an employee, to direct or assign work, and to determine and redetermine the methods and means by which an agency's functions will be carried out;
 - individual differences in styles of personal expression which may lead to conflict, provided that the expression is not meant to intimidate; and
 - Having differences of opinion on work-related concerns.
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How to File a Complaint

Step 1: Complete the Appropriate DPSCS Form

- If you are experiencing **bullying** in the workplace, complete the [Internal Complaint of Bullying in the Workplace](#) form.
- If you are experiencing **discrimination or unfair employment practices**, complete the [Internal Complaint of Discrimination / Unfair Employment Practices](#) form.

Step 2: Notify Local 3661

- Fill out the [Intake Form](#) and upload your completed [Internal Complaint of Bullying in the Workplace](#) and/or [Internal Complaint of Discrimination / Unfair Employment Practices](#).

Step 3: Know Where to Submit Your Complaint

- **Bullying NOT based on a protected class** (e.g., race, gender, religion, disability):
 - Local 3661 will submit the completed form to your **Appointing Authority**.



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- **Bullying based on a protected class:**
 - For internal complaints Local 3661 will submit the completed form to the **Office of Equal Employment Opportunity (OEEO)**.
 - For external complaints **at a state level (outside of DPSCS)** you can complete the **Maryland Commission on Civil Rights (MCCR) Preliminary Questionnaire**.
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What You Should Do

- **Review the State's Workplace Bullying Policy** (*Find it under "Policies" on your agency's site*)
- **Document everything** (*Note: Recordings people secretly is not allowed!*)
 - Include **who, what, when, where, why, how, and any witnesses**
- **Submit your complaint in writing** to the proper agency or authority
- **Act promptly and follow up**

What Happens After You File

If NOT Based on a Protected Class:

- An investigation should begin promptly
- The process may include:
 - Meeting with the complainant
 - Interviewing witnesses
 - Meeting with the person the complaint is against
- A decision and any disciplinary action should be completed **within 30 days** of the agency becoming aware of the incident
- You will receive a **written summary** of the steps taken and outcome

If Based on a Protected Class:

- The **OEEO has 60 days** to investigate and make a recommendation
 - The **agency head** will issue a written decision and may provide appropriate relief
 - You will receive a **written summary** of the steps taken and outcome
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Important Reminders



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- ✓ You can file a complaint as a **witness**
 - ✗ **Retaliation is strictly prohibited**
 - 👥 Bullying impacts the entire workplace — we all play a part in creating a safe environment
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AFSCME Local 3661 is Here for You

We are committed to helping members maintain a safe, respectful, and productive work environment.

Visit www.local3661.org for tools, resources, and support related to bullying and workplace safety.

Let's work together to end bullying — one safe workplace at a time.