

4-503. PERFORMANCE RECORDS.

(A) IN GENERAL.

AS A BASIS FOR DETERMINING EMPLOYEE EFFICIENCY, EACH APPOINTING AUTHORITY SHALL KEEP RECORDS ON THE PERFORMANCE, PRODUCTIVITY, AND CONDUCT OF EACH CLASSIFIED SERVICE EMPLOYEE OF THE APPOINTING AUTHORITY.

(B) FORM AND SCOPE.

THE SECRETARY MAY DETERMINE THE FORM AND SCOPE OF THESE RECORDS.

REVISOR'S NOTE: This section is new language derived without substantive change from the first sentence of former Art. 64A, § 31, as it related to records.

Defined terms: "Appointing authority" § 1-101

"Classified service" § 1-101

"Secretary" § 1-101

4-504. UNSATISFACTORY WORK OR CONDUCT REPORT.

(A) IN GENERAL.

(1) EACH APPOINTING AUTHORITY SHALL SUBMIT A REPORT TO THE SECRETARY ON EACH CLASSIFIED SERVICE EMPLOYEE WHO, BECAUSE OF ALLEGED UNSATISFACTORY WORK OR CONDUCT, VOLUNTARILY OR INVOLUNTARILY IS SEPARATED FROM STATE EMPLOYMENT OR TRANSFERRED TO ANOTHER UNIT.

(2) THE SECRETARY SHALL DETERMINE THE FORM OF THE REPORT.

(B) NOTICE TO EMPLOYEES.

THE APPOINTING AUTHORITY SHALL:

(1) PROVIDE A COPY OF THE REPORT TO THE EMPLOYEE; AND

(2) NOTIFY THE EMPLOYEE OF THE EMPLOYEE'S RIGHT TO RESPOND TO THE REPORT.

(C) EMPLOYEE RESPONSE.

(1) AN EMPLOYEE MAY SUBMIT TO THE SECRETARY A WRITTEN RESPONSE TO A REPORT UNDER THIS SECTION.

(2) AN EMPLOYEE WHO HAS SATISFACTORILY COMPLETED PROBATION MAY REQUEST A HEARING BEFORE THE SECRETARY. THE SECRETARY SHALL CONDUCT THE HEARING UNDER THE SAME PROCEDURES AS THOSE ESTABLISHED FOR REMOVAL OF CLASSIFIED SERVICE EMPLOYEES FROM STATE EMPLOYMENT.

(D) DETERMINATION BY SECRETARY.