

1.111—Filing Charges for Dismissal

A. Charges for removal shall be signed and filed by the appointing authority with the Personnel Officer, who shall, after review, deliver one copy to the employee by certified mail.

B. Charges for removal shall contain the paragraph of regulation applicable, under which the removal is asked.

C. Along with charges for removal, the employee shall be given notice that he may be heard before the Personnel Board by filing his appeal with the Board in writing within five regular working days of the day the discharge takes effect.

1.112—Personnel Board Action On Appeals From Dismissal

A. The Board shall have the power to adjudge the guilt or innocence of employees involved and review the penalty imposed on the employee and modify or amend the penalty, if in the Board's judgment, the penalty is too severe. If the Board shall adjudge the employee innocent of the offense for which he was discharged, the County will re-instate the employee in full with accumulated service credits; and in case the employee was penalized by loss of working time, will pay him back wages, less any unemployment compensation, or compensation from any other employer which he may have received during the period of his separation from the County payroll.

B. Any employee appealing to the Board in a case involving dismissal shall be entitled to be represented by counsel and shall have the right of cross-examining witnesses against him.

C. Actions of the Board in cases involving dismissals shall be final as provided in Section 705 of the Howard County Charter.

1.113—Performance Evaluation of Employees

A. All probationary employees shall receive a performance evaluation by their immediate superior during the third or fourth month of the probation period.

B. Employees in the County classified service shall be appraised at least once a year by their immediate supervisors and the results of such appraisals shall be discussed with the employee being appraised and signed by the employee without prejudice to himself.

The purpose of these appraisals is to encourage growth and development.

C. The appraisal by the supervisor and any comments of the employee being appraised shall be forwarded to the Personnel Officer by the Department Head for inclusion in the employee's personnel file.

D. The Personnel Officer may issue appropriate appraisal forms to accomplish employee evaluation.

1.114—Personnel Records and Forms

A. The Personnel Officer shall issue from time to time such personnel forms or documents as he deems necessary for the efficient functioning of the office of personnel.

B. All department and agency heads will be required to comply with any requests for information made by the Personnel Officer through the use of such forms or records.