

Subtitle 5. Employee Performance APPRAISALS.

[4-501.

The Secretary shall adopt regulations that set standards of performance for classified service employees.]

[4-502.

The Secretary shall:

- (1) investigate the efficiency of all classified service employees; and
- (2) periodically provide the appropriate appointing authorities with the findings of the investigations and recommendations for increased efficiency and economy.]

[4-503.

(a) 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) The Secretary may determine the form and scope of these records.]

[4-504.

(a) (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) 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) (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) Subject to subsection (e) of this section, the Secretary shall determine the part of the report, if any, that will remain in the employee's official employment record for determining the suitability of the employee for future employment.

(e) (1) A report made under this section may not become part of the employee's official employment record until after the employee has had an opportunity to respond to the report.