

(2) If a report is made a part of an employee's official employment record, the employee's written response, if any, shall also be made a part of the employee's record.]

7-501.

(A) THE PERFORMANCE OF EACH EMPLOYEE IN THE SKILLED SERVICE, PROFESSIONAL SERVICE, AND MANAGEMENT SERVICE SHALL BE EVALUATED IN ACCORDANCE WITH THIS SUBTITLE.

(B) THE APPOINTING AUTHORITY SHALL ENSURE THAT EACH OF THE UNIT'S EMPLOYEES WHO IS SUBJECT TO THIS SUBTITLE HAS PERFORMANCE EVALUATIONS IN ACCORDANCE WITH THIS SUBTITLE AND PROCEDURES ESTABLISHED BY THE SECRETARY.

(C) (†) EACH SUPERVISOR OF AN EMPLOYEE SUBJECT TO THIS SUBTITLE SHALL ATTEND MANDATORY TRAINING BY THE DEPARTMENT ON THE METHODS AND PROCEDURES REQUIRED IN THE PERFORMANCE APPRAISAL PROCESS.

~~(2) TIMELINESS AND ADHERENCE TO ESTABLISHED METHODS AND PROCEDURES IN CONDUCTING PERFORMANCE APPRAISALS, PERFORMANCE APPRAISAL TRAINING, AND EMPLOYEE RESPONSE ON SUPERVISOR RATING SURVEYS MADE IN ACCORDANCE WITH PROCEDURES ESTABLISHED BY THE SECRETARY WILL BE FACTORS IN EVALUATING A SUPERVISOR'S PERFORMANCE.~~

(D) FACTORS IN EVALUATING A MANAGER'S OR SUPERVISOR'S PERFORMANCE SHALL INCLUDE:

(1) ATTENDANCE AT ANY REQUIRED PERFORMANCE APPRAISAL TRAINING;

(2) ADHERENCE TO ESTABLISHED METHODS AND PROCEDURES IN CONDUCTING PERFORMANCE APPRAISALS;

(3) THE TIMELY COMPLETION OF PERFORMANCE APPRAISALS FOR EMPLOYEES ASSIGNED TO THE SUPERVISOR; AND

(4) EXCEPT AS PROVIDED IN SUBSECTION (E) OF THIS SECTION, THE RESULTS OF AN ANONYMOUS SURVEY OF EMPLOYEES ASSIGNED TO THE SUPERVISOR IN ACCORDANCE WITH PROCEDURES ESTABLISHED BY THE SECRETARY.

(E) THE ANONYMOUS SURVEY REQUIREMENT UNDER SUBSECTION (D)(4) OF THIS SECTION SHALL NOT BE A FACTOR IN EVALUATING A MANAGER'S OR SUPERVISOR'S PERFORMANCE IF FEWER THAN FIVE EMPLOYEES ARE ASSIGNED TO THE MANAGER OR SUPERVISOR

7-502.

(A) AN EMPLOYEE SUBJECT TO THIS SUBTITLE SHALL RECEIVE THE FOLLOWING WRITTEN PERFORMANCE APPRAISALS AT 6 MONTH INTERVALS BASED ON THE EMPLOYEE'S ENTRY-ON-DUTY DATE: