

Article - State Personnel and Pensions

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§7-503.

(a) (1) A supervisor shall prepare a preliminary performance appraisal for each employee for which the supervisor has primary direct responsibility.

(2) An appointing authority may review a preliminary appraisal before the supervisor presents it to the employee.

(b) (1) An employee and the employee's supervisor shall review and discuss the supervisor's preliminary performance appraisal.

(2) The employee shall be notified, as provided in regulations adopted by the Secretary, prior to the date of the review and the discussion.

(3) The purpose of the review and discussion is to:

(i) promote agreement and understanding about the supervisor's preliminary performance appraisal and to aid the supervisor in determining the final ratings for the performance appraisal; and

(ii) 1. develop appropriate modifications to the employee's position description, if needed;

2. establish specific written tasks and indicators, based on measurable and objective standards that can be evaluated on outcome, that the employee needs to accomplish during the next rating period in order to meet the overall objectives of the position; and

3. identify any area in which training is needed for the next rating period, based on the employee's strengths and weaknesses.

(c) (1) An appointing authority shall approve a performance appraisal before it is final.

(2) The final performance appraisal shall include:

(i) the employee's final performance ratings;

(ii) the specific tasks the employee is to achieve during the next rating period;

(iii) a list of modifications to the employee's position description, if any; and

(iv) any recommendations for training to enhance the employee's

skills.

- (3) The supervisor shall:
 - (i) give the employee a copy of the final performance appraisal;
 - (ii) retain a copy; and
 - (iii) place a copy in the employee's personnel records.

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