

Chapter 03 Professionalism

Section 03 - Performance

A. Purpose.

The purpose of this section is to identify some of the principal statutory, regulatory, and policy authorities concerning employee performance standards and appraisals.

B. Maryland Statute.

(1) The Annotated Code of Maryland, State Personnel and Pensions ("SPP") Article, Title 7, Subtitle 5 includes the:

(a) Requirement that an employee receive written performance appraisals at six-month intervals, based upon the employee's entry-on-duty date; and

(b) Procedures for employee performance appraisals.

(2) SPP, § 11-111, requires the Secretary of the Department of Budget and Management to establish policies and procedures, by regulation, related to employee performance.

(3) SPP, § 11-111, and Title 7, Subtitle 5 are available online through the Maryland State Law Library website, at <http://www.lawlib.state.md.us/>.

C. Regulation.

(1) COMAR 17.04.05.03:

(a) Contains policies and procedures related to employee performance;

(b) Applies to an employee in the skilled or professional service; and

(c) Permits an appointing authority to discipline an employee for performance-related reasons.

(2) COMAR is available online through:

(a) SafetyNet, at <http://intranet.dpscs.mdstate/>; and

(b) The Division of State Documents link, Secretary of State's website, at <http://sos.state.md.us/>.

D. Performance Planning and Evaluation Program.

(1) The Performance Planning and Evaluation Program ("PEP") is an element of Maryland's "Managing for Results" management model.

(2) The Department of Budget and Management provides online forms and guidance regarding the PEP, including the following:

- (a) PEP overview;
- (b) Supervisor information;
- (c) Employee information;
- (d) MS-22 and instructions;
- (e) Evaluation forms;
- (f) Performance-based disciplinary actions; and
- (g) Denial of an employee's pay increment.

(3) The information listed in paragraph (2) may be obtained through the Employee Services link, Department of Budget and Management website, at <http://www.dbm.maryland.gov/>.