18 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

389 BUREAU OF HUMAN RESOURCES

Chapter 10 PERFORMANCE APPRAISAL AND TRAINING

SUMMARY: This chapter gives the purpose and requirements of the Performance Appraisal System and establishes a mechanism for internships and apprentice training.

1. NATURE AND BASIS OF PERFORMANCE APPRAISAL RATING

A. Performance Standards

Standards of performance established as basis for service ratings shall have reference to the quality and quantity of work done, the manner in which service is rendered, the faithfulness of employees to their duties and such other characteristics as will measure the value of the employee to the service.

B. Notice

Each employee in the classified service shall be notified by the appointing authority of his/her service rating at the time of such rating with a view to being afforded opportunity for correcting obvious weaknesses.

C. Accuracy of Ratings

The Director of Human Resources may investigate the accuracy of reports of ratings and may take action to secure the adjustment of the ratings to conform to the facts as ascertained. It shall be the duty of the Director to provide for uniformity of application of the standards by different rating officers.

D. Availability of Records

The reports and records on which the ratings of each employee are based may be inspected by the employee or his/her duly authorized representative, by the appointing authority of the employee, and at the discretion of the Director of Human Resources, by any other appointing authority who is considering a transfer of the employee to his/her own jurisdiction. Such ratings, reports, and records shall not be open to inspection by any other persons outside the department.

NOTE 1: Under authority and specific requirement of these Public Laws, the Performance Appraisal System prescribed has application to all employees, classified or unclassified.

NOTE 2: Under authority and specific requirement of these Public laws, the Performance Appraisal System prescribed provides:

1. Current and formal record of actual work accomplishments and the relationship of these accomplishments to job performance expectations; and

2. Basis for recommendations and decisions concerning awards/denials of merit increase awards.

2. TRAINING PROGRAMS

Appointing authorities, with the approval of the Director of Human Resources, may establish intern or apprenticeship training programs. Salaries of such interns or apprentices may be set by the appointing authority with the approval of the Director.

AUTHORITY: 5 MRSA Ch.372 §§ 7036, 7042, 7065 and 7070.

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