

**Article 3: Civil Service**

**Division 13: Efficiency**

**§23.1301 Standards of Efficiency**

It shall be the duty of the Personnel Director to administer such employee development or rating plan as may be approved by the Commission.  
*(Amended 11-17-1964 by O-9124 N.S.)*

**§23.1302 Performance Ratings**

(Rule XII, Section 2 of the Rules of the Civil Service Commission)

The Personnel Director shall require appointing authorities to submit performance reports of individual employees on the forms and in the manner prescribed by the Commission.

- (a) Employee performance reports shall be based upon the independent judgments of two or more supervisors, one of whom shall be the immediate supervisor of the employee.
- (b) The rating factors and the methods of evaluation shall bear relationship to the duties and responsibilities of the employees being evaluated.
- (c) Employees shall receive exact copies of their performance reports and any narrative or special report pertaining thereto.
- (d) Upon presenting supporting facts and evidence that a performance report was not determined in the manner prescribed, an employee may appeal to the Personnel Director, who shall have the power after conference with the appointing authority concerned, to change a performance report when, upon investigation, it appears that it was not determined in conformity with the provisions of this rule.

*(Amended 7-28-1980 by O-15303 N.S.)*