

**Rules and Regulations of the
Municipal Civil Service Commission**

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RULE XVI

PERFORMANCE RATINGS

A. Performance Ratings

1. Each appointing authority shall, at the request of the Commission, provide the Commission with performance ratings for the appointing authority's employees on forms prescribed by the Commission.

2. An employee in the classified service shall be provided with a copy of the employee's performance rating submitted to the Commission. Without the express approval of the employee or the Commission, performance ratings shall remain confidential unless their disclosure is required by law.

Amended as of: July 29, 1996
