

25 NCAC 010 .0113 CONFIDENTIALITY AND RECORDS RETENTION

- (a) Performance evaluations shall be confidential documents under G.S. 126-22.
- (b) To promote communication and coordination during calibration sessions, agency management may make some version of performance plans visible internally to management; however, any information shared during calibration sessions shall be treated as confidential and shall not be shared outside of the calibration session.
- (c) A breach of confidentiality shall be considered personal misconduct and may result in disciplinary action up to and including dismissal as defined in 25 NCAC 01J .0604.
- (d) Annual performance evaluations and supporting documentation shall be retained for three years, and maintained according to Article 7 of G.S. 126.
- (e) Hiring supervisors and managers shall be able to inspect and examine performance management documents of final job candidates who are current or former State employees during the hiring process.

History Note: *Authority G.S. 126-4; 126-24;*
 Eff. April 1, 2016.