

PERSONNEL: EVALUATIONS

EVALUATIONS

I. OVERVIEW

PERFORMANCE EVALUATIONS ARE REQUIRED IN ORDER TO PROVIDE A FAIR ASSESSMENT OF EMPLOYEE PERFORMANCE, TO DOCUMENT AN EMPLOYEE'S LEVEL OF PERFORMANCE, AND TO ASSIST EMPLOYEES IN IMPROVING PERFORMANCE.

II. IMPLEMENTATION

- A. PERFORMANCE EVALUATIONS SHOULD BE SCHEDULED TO ENSURE THAT EVERY REGULAR EMPLOYEE (APPOINTED AT .1 OR GREATER FULL TIME EQUIVALENCY (FTE)) IS EVALUATED ON A REGULAR BASIS.
- B. PROBATIONARY EMPLOYEES WILL BE EVALUATED IN ACCORDANCE WITH SCHOOL SYSTEM PROCEDURES AND STATE LAW.

III. RESPONSIBILITIES

- A. THE DEPARTMENT OF HUMAN RESOURCES SHALL DEVELOP SYSTEM-WIDE APPRAISAL PROCEDURES AND STANDARDS FOR EVALUATING ALL EMPLOYEES ON A REGULAR BASIS.
- B. THE DEPARTMENT OF HUMAN RESOURCES WILL WORK WITH THE DEPARTMENT OF PROFESSIONAL DEVELOPMENT TO DEVELOP AND IMPLEMENT TRAINING FOR ALL SUPERVISORS ON THE EVALUATION PROCESS.
- C. DEPARTMENT HEADS, OFFICE HEADS, PRINCIPALS, AND SUPERVISORS HAVE THE RESPONSIBILITY AND AUTHORITY TO EVALUATE EMPLOYEES UNDER THEIR SUPERVISION.
 - 1. EVALUATIONS ARE TO BE COMPLETED IN A MANNER CONSISTENT WITH REQUIREMENTS FOUND IN MARYLAND STATUTES AND APPLICABLE COLLECTIVE BARGAINING AGREEMENTS.

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-311, PERSONNEL*
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §6-202, SUSPENSION OR DISMISSAL OF TEACHERS, PRINCIPALS, AND OTHER PROFESSIONAL PERSONNEL
COMAR 13A.07.02.01, CONTRACTS
COMAR 13A.07.04, EVALUATION OF PROFESSIONAL CERTIFICATED PERSONNEL

RULE
ADOPTED: _____

SUPERINTENDENT OF SCHOOLS