

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 12, 2011

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON THE PROPOSED CHANGES OF BOARD OF EDUCATION POLICY 4240, TERMINATION OF EMPLOYMENT**

ORIGINATOR: Renee A. Foose, Deputy Superintendent

RESOURCE PERSON(S): Michele Prumo, Chief of Staff
Dale R. Rauenzahn, Executive Director, Student Support Services

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 4240. This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 4240

**POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 4240
TERMINATION OF EMPLOYMENT**

Statement of Issues or Questions Addressed

Board of Education Policy 4240 has not been reviewed since its adoption in 1979. Policy 4240 currently deals with the termination from employment of classified employees. Staff is recommending that the policy be revised to: (1) outline consistent and uniform disciplinary action for employees who fail to meet the expectations in the performance of their jobs; (2) rename the policy to more accurately reflect the intent of the policy; (3) conform with the Policy Review Committee's policy editing conventions.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by the revision of this policy.

Relationship to Other Board of Education Policies

1. Board of Education Policy 4001, *Drug-Free Workplace*
2. Board of Education Policy 4002, *Precepts, Beliefs and Values of the Baltimore County Public Schools*
3. Board of Education Policy 4008, *Obligations of Employees of the Board of Education of Baltimore County*
4. Board of Education Policy 4011, *Medical Evaluations*
5. Board of Education Policy 4115, *Employee Conduct and Responsibilities*
6. Board of Education Policy 4300, *Evaluations*
7. Board of Education Policy 8339, *Appeal Before Hearing Examiner*
8. Board of Education Policy 8340, *Appeal Before the Board of Education*
9. Board of Education Policy 8410, *Fraud Reporting*

Legal Requirements

1. *Annotated Code of Maryland, Education Article §4-205, Powers and duties of county superintendent.*

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Board of Education, Policy GCM, *Resignation -- Classified Staff*
2. Anne Arundel County Board of Education, Policy GCN, *Suspension and Dismissal of Classified Staff*
3. Anne Arundel County Board of Education, Policy GCO, *Termination of Employment-- Classified Staff*
4. Howard County Board of Education, Policy 7030, *Employee Conduct and Discipline*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered.

Timeline

First Reading – July 12, 2011

Public Comment – August 9, 2011

Third Reading – September 6, 2011

PERSONNEL: Classified

TERMINATION OF EMPLOYMENT [Separation, Voluntary, and Involuntary]

I. PHILOSOPHY

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) BELIEVES THAT ALL EMPLOYEES WILL CONDUCT THEMSELVES IN ACCORDANCE WITH THE STANDARDS OF BEHAVIOR THAT REFLECT THE VALUES AND BELIEFS OF THE BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS). THE BOARD FURTHER BELIEVES THAT THE SEPARATION, TERMINATION, AND DISCHARGE OF EMPLOYEES SHOULD BE ADMINISTERED IN A FAIR AND CONSISTENT MANNER.

II. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO DEVELOP APPROPRIATE RULES AND PROCEDURES TO IMPLEMENT THIS POLICY.

[The Superintendent shall establish such procedures as are necessary to assure consistency in the separation of employees.]

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-205, POWERS AND DUTIES OF COUNTY SUPERINTENDENT.*

RELATED POLICIES: BOARD OF EDUCATION POLICY 4001, *DRUG-FREE WORKPLACE*
BOARD OF EDUCATION POLICY 4002, *PRECEPTS, BELIEFS AND VALUES OF THE BALTIMORE COUNTY PUBLIC SCHOOLS*
BOARD OF EDUCATION POLICY 4008, *OBLIGATIONS OF THE EMPLOYEES OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY*
BOARD OF EDUCATION POLICY 4011, *MEDICAL EVALUATIONS*
BOARD OF EDUCATION POLICY 4115, *EMPLOYEE CONDUCT AND RESPONSIBILITIES*
BOARD OF EDUCATION POLICY 4300, *EVALUATIONS*

POLICY 4240

BOARD OF EDUCATION POLICY 8339, *APPEAL
BEFORE HEARING EXAMINER*
BOARD OF EDUCATION POLICY 8340, *APPEAL BEFORE
THE BOARD OF EDUCATION*
BOARD OF EDUCATION POLICY 8410, *FRAUD
REPORTING*

Policy
Adopted: 07/12/79
REVISED: _____

Board of Education of Baltimore County