



PERSONNEL: General

Evaluations

I. Purpose

To implement Board of Education of Baltimore County (Board) Policy 4004 by establishing guidelines for evaluating the performance of school system employees.

II. Overview

Performance evaluations are required in order to provide a fair assessment of an employees performance, to document an employee's level of performance, and to assist employees in improving performance.

III. Guidelines

- A. Performance evaluations should be scheduled to ensure that every regular employee (appointed at .1 or greater full time equivalency (FTE)) is evaluated on an annual 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 systemwide appraisal procedures and standards for evaluating all employees on an annual basis.
- B. The Department of Human Resources will work with the Department of Organizational Effectiveness 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 matter consistent with requirements found in Maryland Statutes and applicable Collective Bargaining Agreements.

Legal References: *Annotated Code of Maryland, Education Article §4-205, Powers and Duties of County Superintendent*
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.07.04, *Evaluation of Professionally Certificated Personnel*

Related Policies: Board of Education Policy 0100, *Equity*
Board of Education Policy 0200, *Precepts, Beliefs, and Values of The Baltimore County Public Schools*
Board of Education Policy 4002, *Obligations of Employees of the Board of Education of Baltimore County*
Board of Education Policy 4011, *Professional Learning*
Board of Education Policy 4100, *Employee Conduct and Responsibilities*
Board of Education Policy 4402, *Termination of Employment*

Related Rule: Superintendent's Rule 4303, *Termination of Ineffective Tenured Teachers*

Rule		Superintendent of Schools
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