

HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, Maryland 21042

Circular No 48
Series 2012-2013

October 24, 2012

Chief of Staff

Evaluation of Classified Employees

TO: Directors, Principals, and Supervisors

FROM: Susan C. Mascaro
Chief of Staff

There are two evaluations for classified employees. The first is an evaluation prior to the completion of the probationary period. The second evaluation is the end-of-year evaluation. Evaluations must be completed in accordance with Board of Education policy and the appropriate negotiated agreement for each employee group.

Completed evaluations must be returned to the Office of Human Resources on the appropriate form prior to the completion of the probationary period for probationary employees and no later than **June 28, 2013** for the end-of-year evaluation. The **original copy** of the evaluation and all required documentation should be forwarded to the Office of Human Resources.

Supervisors responsible for completing evaluations for each classified employee group are outlined below.

EVALUATOR(S)

EMPLOYEES EVALUATED

Principals or Designee

Secretarial/Clerical (School-based)
Custodial
Paraeducators/Paraprofessionals
Security Assistants

Instructional Facilitator/Countywide Services

Sign Language Interpreters

Supervisor, Food and Nutrition Service or Designee

Food and Nutrition Service

Cluster Nurse

Health Assistants

Health Services Coordinator or Designee

Cluster and Float Nurses

Department Head or Supervisor

Secretarial/Clerical & Technical
(Non-school based)

Grounds Services Manager or Designee

Grounds Services

Building Services Manager or Designee

Building Services

Warehouse Manager or Designee

Warehouse

If you have any questions regarding the above information contact, Mrs. Suzanne Zilber, Manager of Support Services in the Office of Human Resources.

SCM/sz/mjp

EVALUATION FORM FOR CLASSIFIED EMPLOYEES

Employee's Last Name _____ First Name _____ Middle Initial _____ Name of School/Office/Department _____ School Year _____

Job Title	Annual Evaluation				Probationary Evaluation				General Comments
	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	
Performance Standards									
A. Relationships with students, staff, and/or parents									
B. Quality of work									
C. Quantity of work									
D. Resourcefulness									
E. Communication Skills									
F. Organizational Skills									
G. Attendance and Punctuality									
H. Job Knowledge									
I. Initiative									
J. Judgment									
K. Attitude									

Overall Evaluation: Commendable Satisfactory Needs Improvement Unsatisfactory

Summary Comments (mandatory for Commendable, Needs Improvement, and Unsatisfactory categories)

Signature of Employee _____ Date _____ Signature/Title of Evaluator _____ Date _____

(This signature indicates that the employee has received and reviewed the evaluation report. This does not mean that the employee agrees with the evaluation.)

Signature/Title of Other Evaluator _____ Date _____
(If Appropriate)

Employee's Comments (Optional)

CLASSIFIED EMPLOYEE EVALUATION PERFORMANCE STANDARDS GUIDELINES

Each evaluator should consider the "Performance Standards Guidelines" when assessing each employee. The guidelines are intended as general standards for each assessment category. The evaluator will maintain the flexibility relative to the specific assessment criteria within each category as applicable to the duties and responsibilities assigned to the employee. In addition to the assessment regarding each of the performance standards, the evaluator, may wish to provide supporting statements and/or comments in the appropriate spaces on the form ("General Comments"). It should be noted that the evaluator is required to submit supporting documentation for "Commendable," "Needs Improvement," or "Unsatisfactory" ratings. The evaluator must document the specifics related to an overall evaluation of "Needs Improvement" as noted and attach evidence to note that the employee has received assistance directed toward improving the employee deficiencies in the areas specified.

1. Relationships with Students, Staff & Parents - relates to the employee's ability to work and communicate in a work setting with various individuals in a harmonious manner. Specific assessments should include:
 - Ability to "get along" with others
 - Communicating with others in a pleasant manner
2. Quality of Work - considers the accuracy, appearance, orderliness, thoroughness, and proficiency of the work assigned or undertaken. In order to assess this particular performance standard, work quality should be assessed utilizing an appropriate time period in which several assignments and/or projects are measured.
3. Quantity of Work - measure the output of the employee over the course of the evaluation. Several assessment characteristics should be considered including, but not limited to:
 - Completion of work in a designated time period
 - Ability to cope with increases in the workload successfully
 - Ability to consistently accomplish requirements of the job
4. Resourcefulness - addresses the ability of the employee to perform assigned tasks appropriately and with a minimum degree of supervision. This standard also addresses:
 - Utilization of innovative techniques and methods
 - Ability to perform assignments under various time, directive, and/or administrative constraints
 - Ability to meet assigned objectives considering the needs of the program or assignment
5. Communication Skills - considers the ability of the employee to appropriately interpret written and verbal communications of other persons as well as the employee's ability to express and deliver written and verbal communications to others. Specific items of assessment should include:
 - Telephone communication skills (i.e., tact, timeliness, etc.)
 - Written communications (i.e., letters, memorandums, etc.)
 - In-person communications (i.e., comprehension, tact, etc.)

6. Organizational Skills - is directed to the ability of the employee to appropriately and effectively manage assignments and activities. The evaluator should consider:
 - Maintenance and organization of supplies, materials, and equipment related to the assignment
 - Management of time concerning assignments
7. Attendance and Punctuality - considers the overall attendance pattern of the employee as well as the reporting habits of the employee. That is, reporting to work and leaving the work site at the appropriate time. Other assessment characteristics that should be considered are:
 - Appropriate and prompt notification of absences
 - Attendance consistency
 - Use of leave and/or break privileges as they relate to job performance
8. Job Knowledge - relates to the extent to which the employee knows his/her job and assigned tasks/responsibilities in order to perform it effectively. It includes a range of assessment including, but not limited to:
 - Comprehension of assigned work
 - Adaptability concerning assignments
 - Ability to comprehend and utilize new techniques
9. Initiative - relates to the ability of the employee to appropriately perform assignments resourcefully and under a variety of conditions and settings. More specific assessments should include:
 - Ability to try to relate to new methods and techniques
 - Performance of assigned tasks without consistent supervision and direction
 - Acceptance and performance of new assignments and/or tasks with a minimum degree of hesitance and supervision
10. Judgment - relates to the ability of the employee to think clearly, grasp situations, and arrive at appropriate conclusions. More specifically, the evaluator should consider:
 - Adherence to regulations, policies, and procedures
 - Ability to react favorably in a variety of circumstances, including "emergency" situations
11. Attitude - concerns the employee's behavior, feelings, and actions exhibited in relation to assignments and dealing with staff and the public. The evaluator should consider:
 - Level of cooperation exhibited by the employee
 - Employee actions and options

Overall Evaluation

There are four (4) overall evaluation categories that can be utilized by the evaluator (Commendable, Satisfactory, Needs Improvement, and Unsatisfactory). The evaluator(s) should consider the following in arriving at an "Overall Evaluation" for the employee.

Commendable: The "Commendable" employee consistently exceeds the standards for the particular position. The employee in this category should have a majority of the eleven (11) "Performance Standards" marked/rated as commendable. Employees in the commendable category will typically exhibit skills, knowledge, and work habits superior to other persons in the same or similar position classification. The evaluator should note that documentation is required as an attachment to the evaluation for employees with an overall evaluation of commendable.

Satisfactory: Employees rated "Satisfactory" for an overall evaluation are expected to meet minimum standards established for the particular position. The employee in this category should have a clear majority of the eleven (11) "Performance Standards" marked/rated as satisfactory. Employees in the satisfactory category will typically perform at least equal to other persons in the same or similar position classification.

Needs Improvement: The employee rated in this category for the "overall evaluation" is one who fails to meet some of the minimum expectations and standards established for the position. Employees in this category typically will not meet minimum expectations for the position and fail to achieve a satisfactory rating in three (3) or more of the performance standards. The evaluator should note that documentation and additional information regarding efforts to rectify deficient performance will be required for employees in this category.

Unsatisfactory: Employees in this category typically fail to meet the majority of the standards established for the position. Further, the "Unsatisfactory" employee will fail to achieve a satisfactory or needs improvement rating in a majority of the eleven (11) performance standards. The evaluator is urged to document specific instances of unsatisfactory performance and must attach documentation to substantiate the unsatisfactory rating.