

2008-2009

Supplement

to the

MASTER AGREEMENT

between the

**The Council of Administrative and Supervisory Employees
(CASE)**

and the

Board of Education of Baltimore County

July 1, 2008 – June 30, 2012

Article IV
Professional Rights and Privileges

- 4.6 Upon request, each employee shall have the right to review, at a time mutually convenient for the employee and the appropriate administrator, the contents of his/her file in the central office, excepting, however, any confidential references submitted as a part of the pre-hiring selection process. At the employee's request, a witness of his/her choice may accompany the employee in such a review. The review shall be made in the presence of the administrator responsible for the safekeeping of such files.
- 4.6.1 All items entered in the personnel file of a CASE member will be open to that member by appointment and available to no one else, except his/her superiors, others with a business need-to-know, and those responsible for keeping the files, without the member's written permission.
- 4.6.2 Material of a negative nature shall not be placed in an employee's file without his/her knowledge. Except for evaluation forms, material of a negative nature may be removed from the employee's file after five (5) years upon the employee's request and subject to the approval of the superintendent of schools or his/her designee.
- 4.6.3 Employee files maintained other than in the central file shall be available for review.

Article VII
Evaluation

- 7.1 It is the Board's desire that each CASE member receive yearly feedback on work performance. The appraiser may choose to use the appraisal form and the procedures found in *Appraisal of School-Based Administrators*, the *Manual for the Evaluation of Instructional and Professional Support Personnel*, or an appropriate alternative format such as narrative. A formal evaluation must include a specific rating. Informal feedback will not contain a summary rating.
- 7.2 When conducting a formal evaluation, the standard evaluation form or a mutually agreed alternative will provide an overall rating of "Satisfactory" or "Unsatisfactory".
- 7.3 If an area of an evaluation has been rated as "Needs Improvement", comments related to the area(s) needing improvement shall be included in, or attached to, the evaluation by the evaluator.
- 7.4 No member shall receive an overall rating of "Unsatisfactory" without having been given written suggestions for improvement, advance warning of an unsatisfactory rating, and having both the opportunity and sufficient time to address the areas of weakness. In any year in which an employee is not evaluated, it shall be assumed that the employee's performance is satisfactory.
- 7.5 Members shall be given the name and specific complaint of any person who complains about a member, within a reasonable period of time, if the complaint is to be given

consideration in the member's evaluation or filed in the member's personnel file. The member shall be given the opportunity, in writing, to respond to a complaint. The response will be attached to the filed document and reviewed by the appropriate administrator. All such complaints shall be held confidential.

- 7.6 The member shall be given a copy of the completed written evaluation and will be given three (3) duty days to sign and return the evaluation. The member's signature indicates receipt of the evaluation but not necessarily agreement with the evaluation.
- 7.7 A member may attach a written response to the evaluation.
- 7.8 Matters related to evaluation may be subject to the grievance process only for reasons of arbitrariness or failure to follow procedures.

Article XI Reimbursement

Transportation Reimbursement

- 11.3 Reimbursement will be made monthly and no less than quarterly. No reimbursement of less than fifteen dollars (\$15.00) will be paid to an employee for any period of time, except for the final reimbursement of the fiscal year, which may be submitted for less than fifteen dollars (\$15.00). Final reimbursement reports must be submitted by June 30 for ten (10) month employees, or within seven (7) days of the close of a fiscal year for all other employees in order to receive reimbursement.

