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Departments of Human Resources and Employee and Labor Relations

**2024 – 2025 Evaluation of Classified Support Employees**

To: Classified Support Employees

From: T. Michael Carson, Human Resources Executive Officer

This circular outlines the evaluation process for classified support employees of the Howard County Public School System (HCPSS), including required timelines and procedures. All evaluations must adhere to the Board of Education of Howard County procedures, as well as the applicable collective bargaining agreement (Howard County Education Association - Educational Support Professionals (HCEA-ESP) and the American Federation of State, County, and Municipal Employees (AFSCME)). Specific procedures and timelines are detailed in [Article 7](#) of the HCEA-ESP agreement and [Article 20](#) of the AFSCME agreement.

**Evaluation Types and Deadlines:**

- **Probationary Evaluation:** Conducted before the employee completes their probationary period. The original completed evaluation must be submitted to the Department of Human Resources *prior* to the end of the probationary period. Administrators and Supervisors can access the probationary evaluations via the Department of Employee and Labor Relations' [Supervisor Toolkit](#) located in CANVAS.
- **End-of-Year Evaluation:** Conducted at least seven (7) duty days prior to the end of the duty year to allow for conferences and employee review. The completed evaluation must be submitted to the Department of Human Resources by June 30, 2025, or in the [Frontline Professional Growth](#) application (if applicable).

**Employee Response and Timeliness:**

Employees have the opportunity to respond to their final evaluation before the end of their work year. Timely completion and communication of evaluations are crucial to allow for employee input and to provide suggestions for improvement, if necessary. Please review [Article 7](#) of the HCEA-ESP agreement and [Article 20](#) of the AFSCME agreement for key dates.

**Evaluation Models and Supervisor Responsibilities:**

Employee Evaluation Models are developed in collaboration with HCPSS Executive Leadership and employee bargaining units. Supervisors are responsible for completing yearly evaluations for each classified support employee within their group. Any revisions to models or individual adaptations require approval through the designated process.

## **Communication and Resources:**

Please share and review this circular and all attachments with your classified support employees.

- **Contract Questions:** Contact [Carrie Booth](#), Director, Employee and Labor Relations.
- **Frontline/Evaluation Model Assistance:** Contact [Juliann Dibble](#), Director, Teacher and Paraprofessional Development.

Additional resources can be found on the [HCPSS Employee Evaluation](#) page on CANVAS.

TMC/CW/JD/sos