



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

To: **Employees**

From: **Jessica S. Cuches, Esq.**
Executive Director of Human Resources

Subject: **Rating Adjustments for the**
2019-2020 School Year

Date: April 20, 2020

Instructions:

Copies to:

Extended building and school closures present challenges related to the evaluation and rating process. Accordingly, the following adjustments are being made for evaluations and ratings of staff for the current 2019-2020 school year.

Unit I

Due to legal requirements of the Education Reform Act of 2010 and the Negotiated Agreement between the Board of Education of Anne Arundel County and the Teachers Association of Anne Arundel County (TAAAC), rating requirements for the 2019-2020 school year are unsettled. We will provide further updates on ratings for Unit I employees when they are available.

Unit II

Ratings will not be given to Unit II employees. Reflection sheets that are based on the Rubric for PSEL Standards shall be completed by Principals and Assistant Principals as provided by their Supervisor (not completed in Unified Talent). Coordinators and Special Assistants shall also utilize reflection sheets for performance discussions as provided by their Supervisor (not completed in Unified Talent).

Unit III

Ratings shall be completed in Unified Talent by May 15, 2020. Supervisors shall provide communication to employees regarding this process (outlined below).

Unit IV

Ratings will not be given to Unit IV employees unless the Unit IV employee requests one via email to their Supervisor. If the employee requests a rating, it shall be completed in Unified Talent by May 15, 2020, as outlined below. Employees may request a rating because their position has a career ladder* that requires two (2) years of a certain level of performance rating.

Unit V Grades A - E

Ratings will not be given to Unit V employees, Grades A-E, unless the employee requests an evaluation via email to their Supervisor. If the employee requests a rating, it shall be completed in Unified Talent by May 15, 2020, as outlined below. Employees may request a rating because their position has a career ladder* that requires two (2) years of a certain level of performance rating.

* Job ladder information can be found on the job descriptions. Job descriptions can be found at <https://intranet.aacps.org/Dept/HR/HRJobs/Forms/AllItems.aspx>

Unit V Grade F, and Unit VI

Ratings shall be completed in Unified Talent by August 1, 2020, as outlined below.

Please follow the following procedures where applicable:

Unit II

Any previously started rating for Unit II employees will be deleted on May 1, 2020. If the Evaluator needs a record of what's been entered, the Evaluator must print and save a copy as those ratings will be removed from Unified Talent.

Units III – VI

Procedures for Ratings shall include the following:

- Ratings shall be completed in Unified Talent.
- Evaluators should meet with the employee via video conference or by phone if they are unable to meet in person.
- For virtual ratings conferences, the rating should be emailed to the Ratee.
- Upon completion of the virtual ratings conference, the Ratee should reply to their Evaluator with the following statement: "I verify that this rating was completed virtually {over the phone/via email/via Google Meeting/via MS Teams chat} on {date}."
- The Evaluator should print the rating, email acknowledgement, and submit to Human Resources.
- The Evaluator should also keep a copy in the Ratee's local management file.

JSC/sp