

# **AGREEMENT**

**between the**

**WICOMICO COUNTY  
BOARD OF EDUCATION**

**and the**

**WICOMICO  
EDUCATION SUPPORT  
PERSONNEL ASSOCIATION**

**2011-2014**

**Signed May 10, 2011  
(Signed June 13, 2012)**

1. The employee may make application to the HR Department by completing a leave of absence form.
2. A doctor's statement verifying the inclusive dates at disability and the date the employee may resume normal duties.

**D. Extended Unpaid Medical Leave**

If a nonworking-related illness or disability of a non-probationary employee is of such a nature that all sick leave is used, the employee shall resign, apply for disability retirement, if applicable, or request the Board of Education to place them on an approved extended medical leave.

When it becomes necessary for an employee to make application to the Human Resource Department for an extended unpaid medical leave, the following steps will be followed:

1. A request for Approved Leave of Absence Form must be filed prior to commencement of leave except for emergency situations.
2. The application must be accompanied by a statement from the employee's physician(s).
3. The Board of Education will reserve the right to grant or deny the application based upon its assessment of the information furnished. Further the Board of Education may require a physical examination or medical opinion from physician(s) of its choice.
4. Should an employee wish to extend unpaid leave beyond the twelve-week FMLA period, the employee should make arrangements to pay the health insurance premium, and other benefit if any, obligations on a monthly basis. The rate is 100% of the total cost.
5. Extended medical leave may not be granted for longer than twelve (12) months from the effective date unless approved by the superintendent.

**7.8 WORKERS COMPENSATION LEAVE** - An employee who is unable to work as a result of a job-related injury or illness and qualifies for disability under the Workers Compensation Law shall be granted a leave with full pay less salary payment by Workers Compensation for a period not to exceed ten (10) days after the injury. No part of such absence shall be charged to his/her annual or accumulated sick leave.

**ARTICLE 8  
Evaluations**

**8.1 PURPOSE** -The parties agree that the purpose of the evaluation process is to improve employee performance by utilizing fair and open assessment procedures coupled with specific recommendations for improvement.

**8.2 FORM** -The evaluation forms shall be made available to all employees at time of hire.

**8.3 EVALUATION**

- A. Evaluations will be based on the employee's work performance.
- B. While an employee's work may be observed for the purpose of evaluation at any time during the workday, when possible any unfavorable performance of the employee's work will be discussed with the employee prior to evaluation and in time for the employees to improve.

**8.5 PERFORMANCE** -Any employee whose work performance is judged to be less than satisfactory shall be informed in writing and given suggestions for improvement.

**8.6** The Board of Education and WESPA have agreed to the following evaluation procedures in an effort to increase both communications with employees and effectiveness of the employee's performance.

1. Conduct an end-of-year evaluation between April 1<sup>st</sup> and June 30<sup>th</sup> of each year.
2. At the end-of-year evaluation employee and supervisor have the option to set goals for the following year.