

Probationary Period for Non-Certified Employees

"Probationary Period" means a trial period established when a non-certified employee is newly hired or transferred into a permanent, permanent part-time or any permanent seasonal position within the district. The objective of a probationary period is to afford time to assess the employee's abilities relative to the performance of the stated job duties; to assess the employee's conduct on the job; and to determine if the employee should be retained beyond the probationary period and thus attain permanent status.

An employee attains permanent status after satisfactorily completing an appropriate probationary period in a permanent, permanent part-time, or permanent seasonal position. An employee in a temporary position or an employee temporarily hired into a permanent position for less than nine months is not eligible to attain permanent status.

The general rule is that the probationary period in this district shall be for a period of not less than six (6) calendar months duration. The district shall establish a probationary period for employees newly hired or transferred into permanent, permanent part-time or permanent seasonal positions and set the length of the probationary period at the time of hiring (not to be less than a minimum of six (6) calendar months, nor more than one calendar year). The district shall inform the employee of the length of the probationary period at the time of employment. Should the employee, however, voluntarily request and be granted a reassignment to somewhat different duties or a relocation, the district reserves the right to extend the probationary period to a full six (6) months in the employee's new assignment. In other words, the district may require an employee who has not attained permanent status and who is promoted or reassigned within the district to successfully complete a full probationary period in the new position under one supervisor.

The district reserves the right to extend the length of a probationary period for a maximum of six (6) additional and consecutive calendar months provided that an evaluation has occurred within the first six (6) months, and the supervisor so recommends an extension in writing with a copy to the employee.

The district must inform the employee of the length of the extension. An employee whose probationary period has been extended does not attain permanent status until the employee successfully completes the additional probationary period.

The district shall complete a performance appraisal for each probationary employee before the end of the probationary period. Unless an employee receives written notification that he/she has not satisfactorily completed the established probationary period on or before the end of the stated probationary period, the employee will attain permanent

status.

An employee who has not attained permanent status may be discharged at any time during the probationary period. The district shall take reasonable steps necessary to verify the reasons for discharge prior to discharge, and the reasons for discharge shall be communicated to the employee.

The district expressly reserves the right, in the instance of promoting an employee who has attained permanent status, to establish a trial period upon promotion, reassignment, or reclassification. During such a trial period, an employee who has attained permanent status in a former position shall retain employment rights extended by virtue of having attained permanent status, except that, the district may return said employee to the former or an equivalent position without following the grievance policy, the reduction-in-work force policy, or discipline policies. Of course, if circumstances otherwise warrant, disciplinary action or a reduction-in-force could be implemented.

Adoption Date: 4/6/95