HUMAN RESOURCES

CLASSIFIED PERSONNEL

Probationary Period

1. Classified employees shall serve a twelve (12) month probationary period at the beginning of their employment.

2. Prior to the end of the probationary period, each employee will receive a performance evaluation by his or her department director or designee. An overall Not Meeting Standards rating shall result in a recommendation for dismissal.

3. Employees serving an initial probationary period will not be eligible to transfer to other positions outside their current school/department.

4. Employees dismissed during the probationary period will receive written notification with reason for the dismissal, and be paid for any unused accrued leave benefits. Probationary employees are not subject to the grievance procedure as defined in Regulation 508.02-1, Procedures for Adjusting Grievances for Administrative and Classified Employees.

The Associate Superintendent for Human Resources (or designee) is responsible for monitoring and implementation of this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2016.