

## **P4018 PROBATIONARY STATUS**

### **BOARD POLICY:**

**All newly hired classified employees are placed on a ninety (90) calendar day new hire probation, which may be extended for an additional ninety (90) days. In addition, all employees may be placed on a disciplinary probation for a minimum of ninety (90) days, which may be extended for an additional ninety (90) days. Notice of extension will be provided to the employee.**

Administrative Implemental Procedures:

1. New Hire Probation: During the initial probationary period, employees are subject to dismissal with reasonable notice.
2. Disciplinary Probation: Employees may be placed on a disciplinary probation for misconduct, poor attendance, or behavior. Any violations of policies, rules, directives, or standards of conduct during probation will be grounds for dismissal.

Administrative Responsibility: Human Resources

Latest Revision Date: January 2020

Previous Revision Date: November 2013 P4018