

P4524 PROBATIONARY STATUS

BOARD POLICY:

All new classified employees are placed on a ninety (90) calendar day probationary basis, regardless of the range and step on which they are employed. During this period they must prove they possess the necessary personality traits, physical stamina, preparation, qualifications, or performance in their assignment.

After the initial probation period, work performance issues are to be addressed through the assistive process and formal Plan of Assistance. All other employees not meeting work conduct expectations are subject to being placed on disciplinary probation, suspension or termination.

Administrative Implemental Procedures:

1. During the initial probationary period, employees are subject to dismissal with reasonable notice. Such dismissal shall be without fringe benefits or other employment consideration.
2. A nonprobationary employee whose work conduct is determined as not being satisfactory may be placed on probation immediately for a period generally not to exceed ninety (90) calendar days. If the employee's overall work conduct progresses, the employee will be removed from probation and continue in his/her assignment. If the employee's overall work conduct does not progress, the employee will be terminated.
3. The probationary period can be extended in either new hire status or for work conduct based concerns up to an additional ninety (90) calendar days if the employee has made some improvement but not enough to be removed from probation or if the employee did not have the opportunity to perform under like circumstances during all or part of the probationary period. Notice of extension will be provided to the employee. (Refer to BOE policy 4525 - Terminations.)

Administrative Responsibility: Human Resources

Latest Revision Date: November 2013

Previous Revision Date: August 2013 P4524

Reference: Policies and Procedures for Classified Personnel