Classified Employees – Probationary Status

[NOTE – this template policy may need to be modified to comply with an applicable collective bargaining agreement.]

Intent of Policy

The intent of this policy is to ensure that classified employees successfully complete a probationary period prior to attaining permanent employment status in a District position.

Status of Probationary Employee/Permanent Employee

A "permanent employee" has been granted tenure in the classification in which the employee passed the required probationary period, and includes all of the incidents of that classification. A District employee designated as a "permanent employee" shall be subject to disciplinary action only for cause as prescribed by the District Board.

A "probationary employee" has not been granted tenure in his/her position. The District, at its sole discretion, may dismiss a probationary employee from his/her position in the District at any time prior to the completion of the mandatory probationary period.

Probationary Period

The probationary period for classified employees shall be as follows:

1. **Newly Hired Classified Employees**

A newly hired classified employee of the District may obtain permanent status in his/her position only after he/she has satisfactorily served in that position for a period of one (1) year. At the end of this period, the employee shall obtain permanent employment status in the District. If the newly hired employee fails to complete the probationary period, he/she shall be dismissed from employment in the District.

2. **Probationary Period for Employees Promoted to a Higher Position**

A permanent classified employee of the District who has accepted a promotion to a higher position within the District shall obtain permanent status in the promotional position only after he/she has satisfactorily served in that position for a period of [one year/six (6) months]. If the employee fails to satisfactorily complete the probationary period, he/she shall be employed in the classification from which he/she was promoted.

Periodic Written Evaluation of Probationary Employees

During any probationary period, the probationary employee shall receive periodic written evaluations regarding his/her job performance. All evaluations will be completed by the employee's supervisor and will, at minimum, indicate:

1. Whether the employee is satisfactorily serving in his/her position;

2. Whether it is recommended that the District maintain or dismiss the employee from his/her position; and

3. If the evaluation indicates that an employee is not performing "satisfactorily" but has been allowed to continue under the corresponding probationary period, the evaluation will indicate any areas that employee needs to improve in order for the employee to obtain permanent status

Permanent Status Following Satisfactory Probationary Period

A District classified employee who has satisfactorily completed the probationary period in his/her position shall achieve permanent status in his/her classified position in the District. No employee shall be granted permanent status in a classified position without satisfactorily completing the corresponding probationary period.

(Ed. Code, §§ 45101, 45113.)