Probationary/Permanent Status for Classified Employees Superintendent Policy 5-100

Scope:

This policy establishes the COE's rules regarding probationary and permanent status for classified employees, including probationary service, evaluations during probation, attainment of permanent status, and the rights associated with such status, consistent with applicable law.

Purpose

The intent of this policy is to ensure that classified employees successfully complete a probationary period prior to attaining permanent employment status in a COE 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. A classified employee designated as a "permanent employee" shall be subject to disciplinary action only for cause as prescribed by the County Superintendent of Schools.

A "probationary employee" has not been granted tenure in his/her position. The COE, at its sole discretion, may dismiss a probationary employee from his/her position in the COE at any time with or without cause 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 COE shall obtain permanent status in his/her position only after he/she has satisfactorily served in that position for a period of six (6) months or 130 days of paid service, whichever is longer. If the newly hired employee fails to complete the probationary period, he/she shall be dismissed from employment in the COE.

2. Probationary Period for Employees Promoted to a Higher Position

The policies are developed in collaboration with the Small School Districts' Association for general informational, educational and procedural purposes only and are not intended to constitute legal advice for any specific situation.

A permanent classified employee of the COE who has accepted a promotion to a higher paid position within the COE shall obtain permanent status in the promotional position only after he/she has satisfactorily served in that position for a period of six (6) months or 130 days of paid service, whichever is longer. If the employee fails to satisfactorily complete the probationary period, he/she shall be employed in the classification from which he/she was promoted.

Evaluation of Probationary Employees

Probationary employees shall receive at least one written evaluation regarding his/her job performance prior to completion of their probationary period. All evaluations will be completed by the employee's supervisor on a COE-approved form and will, at minimum, indicate:

1. Whether the employee is satisfactorily serving in his/her position, including the employee's effectiveness in carrying out assigned duties and responsibilities;

2. Whether it is recommended that the COE 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.

Supervisors shall evaluate employee performance in a fair, objective, and consistent manner. Supervisors are encouraged to provide interim feedback during the probationary period.

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

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