

## **PERFORMANCE-RELATED ISSUES**

### **Probationary Period**

#### Non-Licensed Employees

All new hires, rehires, and promotional appointments to regular positions are subject to a trial period known as a probationary period. Casual/temporary/seasonal workers are not subject to this period. The probationary period is part of the selection process for regular positions and shall be utilized for observing and evaluating the employee's performance. During this period, the employee and the District have the opportunity to evaluate one another and determine whether the employee is a good fit for the position.

The probationary period following both appointment and promotion is twelve months. *The District reserves the right to extend the duration of the probationary period up to an additional 12 months when the District has had insufficient opportunity to assess the employee's ability to perform the job functions or the District determines such extension is appropriate and in the interest of efficient operations.*

During the probationary period following an original appointment or any extension of such period, the employment relationship is "at-will" and may be terminated by the employee or by the District at any time, with or without cause or advance notice and without the right of appeal. The District shall notify an employee when s/he has not successfully completed his/her probationary period and shall thus terminate that employee.

A regular employee who has completed a probationary period and who does not successfully complete a subsequent probationary period following promotion may be reinstated to a position which is at the same salary range as the position the employee held prior to the promotion, provided the employee is not discharged for cause and a position is available.

Prior to completion of the probationary period, a performance appraisal will be conducted to ascertain the advisability of continued employment on a regular basis. An employee who is found to have successfully completed a probationary period will be notified in writing. In addition, the administrator or manager/supervisor will notify the Superintendent.

NO ADMINISTRATIVE REGULATION

END OF POLICY