

## **4216 Probationary / Permanent Status**

The Governing Board desires to employ and retain highly qualified classified personnel to support the district's educational program and operations. Newly hired classified employees shall serve a probationary period prescribed by the district, provided the probationary period does not exceed the time limits specified below.

A probationary employee who has been employed by the district for six months or 130 days of paid service, whichever is longer, shall be classified as a permanent employee of the district. (Education Code 45113, 45301). For the purpose of this policy, an employee completes six months or 130 days of probationary service when the employee has actually served in the position for six full months or 130 days of paid service. Employees who are scheduled to work ten or eleven months per year must actually serve in the position for six full months or 130 days as probationary employees.

Probationary employees shall receive written performance evaluations by their supervisor during the probationary period. These evaluations shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job. Neither a satisfactory evaluation, nor the lack of a written evaluation, during the probationary period is a guarantee that the employee will complete the probationary period and become a permanent employee.

The district may, without cause, dismiss a new employee during the probationary period. Probationary employees are not entitled to a hearing or any other due process in connection with their dismissal. A leave of absence for any purpose shall not be granted during the probationary period.

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed the probationary period.

A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position shall be employed in the classification from which the employee was promoted. (Education Code 45113) Completion of the probationary period in any promotional position is subject to the same conditions under this policy as completion of an initial probationary period.

This policy shall be made available to classified employees and the public. (Education Code 45113)

**Board Approved:**

December 12, 2019

April 7, 2009

January 17, 2008

August 19, 2004

Effective Date: August 19, 2004