

4.3.7

PROBATION PERIODS

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ED CODE: 88013, 88120

SEIU ARTICLE 4 & 24

AFA ARTICLES 7 & 30

MANAGEMENT GUIDELINES & PROCEDURES 2.2

The purpose of the probationary period is to allow the employee to be tested on the job. How the employee handles the job will be recorded through the performance evaluation process.

Every regular employee of the District shall serve a probationary period upon appointment to a regular position. Prior to completing his/her probationary period, a recommendation shall be made as to whether or not to terminate or continue employment.

Management Team Members, who are Confidential Classified Employees, shall satisfactorily serve a six-month probationary period prior to being granted permanent classified status.

Classified Administrators and Supervisors shall satisfactorily serve a one-year probationary period prior to being granted permanent classified service status.

Educational Administrators shall serve within the terms of their employment contract.

Classified Employees who are new hires and employees who are promoted shall serve a probationary period of six (6) months. If an employee's evaluation is less than satisfactory, the probationary period may be extended up to an additional six (6) months.

New District Police Officers, Promoted District Police Officers and Police Dispatchers shall serve a one-year probationary period.

Regular Faculty Members who are newly-hired and are employed at 60.1 - 100 percent, will have a probationary period which is typically four (4) years, at which time the Board of Trustees, at its direction, may employ him or her as a regular faculty member. (See Article 30: Tenure Review.)