

# Salinas Union High School District

Classified Management Personnel

Policy #4316

## **PROBATIONARY//PERMANENT STATUS**

Employees newly hired for regular positions in the classified service shall be considered probationary employees until they have satisfactorily completed six months (twelve months for classified management) of probationary service. The first day of paid service as a classified service employee shall be used to determine the beginning of the probationary period.

Upon satisfactorily completing this period, they shall become permanent classified employees of the District. Unsatisfactory performance during this period is cause for dismissal without recourse.

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed six months (twelve months for classified management) of service in that position.

Probationary employees shall receive written performance evaluations by their supervisor at least twice 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. Probationary employees who are released prior to the conclusion of the six months probationary period may or may not receive two evaluations during that period of time. Employees who are new to the District and have not completed their six-month probationary period are not eligible to apply for a promotion.

(cf. [4215](#) - Evaluation/Supervision)

The Superintendent or designee may dismiss an employee during the initial probationary period. A permanent employee who was promoted to a higher classification may be returned during the probationary period to his/her former classification.

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

Legal Reference:

EDUCATION CODE

[45113](#) Rules and regulations for classified service in Districts not incorporating the merit system

Policy Adopted: 11/24/81

Revised: 9/9/03