

Support Staff Probation and Tenure and Seniority

A new classified employee, or a classified employee appointed to a new position, shall serve a probationary period of six working months, at which time the employee becomes regular if continued employment.

The performance of each probationary employee shall be evaluated at least twice during the probationary period, and a copy of the evaluation shall be signed by the employee and his supervisor and given to the employee. The supervisor shall discuss the standards of performance and behavior required of the new employee in the position to which he is appointed.

Current practice codified 1980

Adopted: date of manual adoption