**Information Sheet – 1/14/2020 - Board of Trustees Meeting**

TO: Board of Trustees Item: 8.1

FR: Celli Coeville

DATE: January 10, 2020

RE: Revised Board Policy, BP 4216, Probationary/Permanent Status

Board Policy, BP 4216, is being updated to reflect New Law AB 1353 which shortens the length of the probationary period in non-merit system districts from one year to either six months or 130 days of paid service, whichever is longer, for consistency with districts incorporating the merit system. The policy is also revised to clarify that employees may be dismissed during the probationary period without cause.

Recommendation: Approve revised Board Policy, BP 4216, Probationary/Permanent Status

**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 during which the Board shall determine their suitability for long-term district employment.

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)

~~Employees newly hired for regular positions in the classified service shall be considered probationary employees until they have satisfactorily completed one year of probationary service. Upon satisfactorily completing this period, they shall become permanent classified employees of the district.~~

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.

*(cf. 4215 - Evaluation/Supervision)*

The ~~Superintendent or designee~~ district may, without cause, dismiss ~~an~~ a new 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.~~

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed ~~one year of service in that position.~~ 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)

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*