

Article 4

Employment Practices

4.1 Probationary Employment

Employees who are employed for the first time or are re-employed by the District serve for a period of nine (9) months as probationary employees. At the end of the second and fifth months of employment, they will receive written evaluations of their work and their progress toward permanency. Except as provided below for permanent employees who have been promoted or reassigned, the District may terminate the employment of a probationary employee at any time or, with the concurrence of CSEA, extend his or her probationary period for a specified time not to exceed twelve (12) months from the date of initial employment. The notice of termination or notice of an extension of the probationary period shall be presented to the employee in writing or mailed to his or her last known address. If an employee receives a notice of termination, CSEA may recommend to the Director of Human Resources that the employee's probationary period be extended under this action.

A permanent employee who changes jobs, because of either promotion or reassignment will be probationary in the new classification for a period of six (6) months unless the employee is removed from this job before this time. At the end of the fifth month, the employee will be evaluated to determine whether performance has met the standards of the job. If the employee's administrator or supervisor decides that he or she should not continue in the new job, the District will promptly notify the employee in person and in writing. Since the employee retains permanent status in the District and is probationary only in the new classification, he or she will be assigned to an appropriate position in which he or she holds permanent status.

4.2 Recommendation for Permanency

During the employee's eighth month of employment with the District, he or she will be reviewed for advancement to permanency. At this time, the District must determine whether his or her services warrant continuation for an indefinite period or whether the probationary period should be extended. The appropriate administrator or supervisor will review the employee's entire file in reaching this determination.

- 4.2.1 If the appropriate administrator or supervisor recommends permanency, recommendation will be in writing through the regular evaluation form.
- 4.2.2 If the appropriate administrator or supervisor does not recommend that the employee be granted permanency, termination or extension of the probationary period must be recommended.
- 4.2.3 A permanent employee may be dismissed only for cause (Article 14.5).