

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Non-Certified Personnel: Employment

Section Title: Probation

Sub-Section No. 602.4a

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Non-certified personnel may be placed on probation at any time by the employee's immediate supervisor, the superintendent or the superintendent's designee. If unsatisfactory work continues following conference or review, the following procedure may be followed:

1. Review the employee's work performance.
2. Put into writing the employee's specific problems.
3. Determine if a probationary period is desirable. In the event a probationary period is to be established, inform the employee orally and in writing that he or she is being placed on probation.
4. Specify the time limit of the probationary period. At or near the end of the probationary period, the employee will be subject to re-evaluation at which time the supervisor may make one of the following recommendations:
  - a. continued probation, subject to later re-evaluation;
  - b. remove the employee from probation;
  - c. dismiss the employee; or
  - d. other appropriate action.
5. Nothing herein shall require a probationary period or hearing prior to dismissal.

Adopted: 3/10/87

Amended: 9/10/90, 12/13/21

Reviewed: 2011, 2021