

# Salinas City Elementary School District

Classified Personnel

Policy #4216

## PROBATIONARY/PERMANENT STATUS

Mandated Policy

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.

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.

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.

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)