

*MACCRAY Public School Policy 411 (Previously Policy 408)*  
*Adopted: 10-8-12*  
*Revised: 2/9/2015*

## **411 HIRING EMPLOYEES AS PROBATIONARY**

- I. It is the intent of the School Board to hire, when practical and possible, employees on a probationary basis.
- II. The probation shall be for a period of not less than 3 months. Under most circumstances the probationary period shall not exceed 6 months.
- III. A formal evaluation will occur at the end of the probationary period.
- IV. The purpose of hiring someone on a probationary basis is to assess the skill level and the progress of the employee and to assess the partnership between the probationary employee and the employer (MACCRAY School District).
- V. The School Board recognizes that the positions to be hired on a probationary basis can only be for non-certified positions that may include, but are not limited to the following:
  - a. Cooks
  - b. Custodians
  - c. Paraprofessionals
  - d. Technology staff
  - e. Business manager
  - f. Secretary
  - g. Bookkeeper
  - h. Other