

## **Classified Personnel**

### **PROBATIONARY/PERMANENT STATUS**

**BP 4216**

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)

However, in order to receive permanent classified service status, a full-time district police officer or public safety dispatcher who operates a dispatch center certified by the Commission on Peace Officer Standards and Training shall serve in a probationary status for not less than one year from the date of appointment. (Education Code 45113, 45301)

Probationary employees shall receive written performance evaluations by their supervisor 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 district may, without cause, dismiss a new employee during the probationary period.

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed 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, 45301)

This policy shall be made available to classified employees and the public. (Education Code 45113)

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*Policy Reference Disclaimer:*

*These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

## Classified Personnel

### PROBATIONARY/PERMANENT STATUS

BP 4216

#### State

Ed. Code 45113

Ed. Code 45240-45320

#### Management Resources

Website

Website

#### Cross References

#### Description

Notification of charges; classified employees

Merit system

#### Description

[CSBA District and County Office of Education Legal Services](#)

[California School Employees Association](#)

#### Policy

3515.3

3515.3

4112.9

4112.9-E(1)

4161.11

4212.9

4212.9-E(1)

4215

4218

4218

4218.1

4261.1

4261.11

4312.9

4312.9-E(1)

4361.11

#### Description

[District Police/Security Department](#)

[District Police/Security Department](#)

[Employee Notifications](#)

[Employee Notifications](#)

[Industrial Accident/Illness Leave](#)

[Employee Notifications](#)

[Employee Notifications](#)

[Evaluation/Supervision](#)

[Dismissal/Suspension/Disciplinary Action](#)

[Dismissal/Suspension/Disciplinary Action](#)

[Dismissal/Suspension/Disciplinary Action \(Merit System\)](#)

[Personal Illness/Injury Leave](#)

[Industrial Accident/Illness Leave](#)

[Employee Notifications](#)

[Employee Notifications](#)

[Industrial Accident/Illness Leave](#)

#### Policy

**Adopted:** September 26, 1995

**Deleted:** June 2014

**Readopted:** November 21, 2021; June 22, 2023

#### PASADENA UNIFIED SCHOOL DISTRICT

**Pasadena, California**