

North Orange County Regional Occupational Program

Policy

ROP BP 4216

Classified Personnel

PROBATIONARY/PERMANENT STATUS

Employees newly hired for regular positions in the classified service shall be considered probationary employees until they have satisfactorily completed the six months of probationary service. Upon satisfactorily completing this period, they shall become permanent classified employees of the ROP.

The probationary period shall not include time served under emergency, casual or substitute, or limited term employment. Time spent during any type of leave of absence shall not apply toward completion of probationary period.

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed the six month probationary period in the new position.

Probationary employees shall receive at least two formal, 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. Ratings shall be completed at the end of the third and fifth months of service.

The Superintendent or designee may dismiss an employee during the probationary period. A permanent employee who is promoted to a higher classification and fails to satisfactorily complete the probationary period will be returned to his or her former classification.

This policy shall be made available to classified employees and the public.

Revised: February 27, 2002
Adopted: June 21, 2001