

## **Support Staff Probation, Tenure and Seniority**

A new classified employee or regular classified employee appointed to a new position shall serve a probationary period of six months, at which time the employee becomes regular if continued in employment.

The performance of each probationary employee shall be evaluated at least twice during the probationary period, and a copy of the evaluation shall be signed by the employee and his supervisor and given to the employee. The supervisor shall discuss the standards of performance and behavior required of the new employee in the position to which he is appointed.

Current practice codified 1996

Adopted: date of manual adoption

CROSS REF.:GD, Support/Classified Staff

GDA, Support Staff Positions

GDO, Evaluation of Support Staff