

Board of Trustees

Douglas County School District

CLASSIFIED STAFF

PROBATIONARY PERIOD

Each newly hired classified employee shall serve a probationary period of -90 workdays during which period he/she shall be subject to discharge without notice. No less than one formal evaluation shall be conducted prior to the completion of the probationary period. Probationary periods will only be extended in the event of extenuating circumstances and, in such event, not extended for more than 60 workdays. The Superintendent or his/her designee must approve extended probationary periods prior to implementation. In the event an employee's initial probationary period in the District is extended, the employee's insurance eligibility "waiting period" is extended by the same period.

Probationary periods occur when employees are first hired in the district, when employees change to new job categories, or when employees are promoted. Non-contracted employees will not receive credit for days worked as a substitute towards their mandatory 90 workday probationary period.

It is important to understand that employees must successfully complete the probationary period to continue in the position. Probationary employees may not transfer except on the initiative of management.

Adopted: 08/12/80
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Revised: 01/10/89
Revised: 12/12/00
Revised: 1/12/15