

PROBATIONARY PERIOD FOR NEW SUPPORT STAFF EMPLOYEES

All newly hired support staff employees will serve a probation period of 90 calendar days. This period is an opportunity for both the supervisor and employee to determine if the employee is suited to the position.

A. Evaluations

At least twice during the probationary period, the Principal (or President) or immediate supervisor of the employee should review the employee's progress. The initial review should at least be near the mid-point of the probationary period. The review should be in writing, discussed with the employee and retained in the employee's file.

B. Absences

Should a newly hired full-time employee become ill during his/her 90 day probationary period, he/she may be granted advanced sick leave to a maximum of one week. (If the individual terminates employment before earning the full amount advanced, the differences will be deducted from the final paycheck.)

Any other absence during the 90 day probationary period may cause the period to be extended accordingly.

C. Termination

The policies regarding written dissatisfaction notices do not apply during the probationary period. (4119C or 4120C)

At any time during the initial 90 day period, the probationary employee may be terminated by the Principal (or President). It is far better to terminate an unsatisfactory employee during the probationary period than to wait until he/she becomes established in the job.

The employee must demonstrate the ability and attitude necessary to satisfactorily perform the duties of the position.

The Principal (or President)/supervisor should devote the time and effort necessary to properly orient and train the employee. This requires a continual effort to make known what is required and wherein the employee meets or fails to meet these requirements. The employee who performs below standard must be informed of such and allowed the opportunity to correct any deficiencies promptly.

Employees, even probationers, must be terminated in writing and the reasons for such termination must be clearly stated. A copy of the formal termination must be retained in the employee's file.

In those secondary schools utilizing the President/Principal model of administration, the appropriate supervisor would take the actions specified in this policy.

Policy:
October 1, 2018

RWG/Bishop of Harrisburg