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The authority to recommend to the board that noncertified staff members be placed on probation is delegated to the superintendent or designated representative. The board, after hearing the superintendent's recommendation for probation and after evaluating the evidence gathered by the administrative staff, may place a noncertified staff member on probation. The term of probation will be established by the board, but in no event shall said probation extend beyond a two calendar year period unless the board first reviews all pertinent evidence pertaining to the probation including a report by the superintendent on the progress of the classified staff member to meet the conditions of probation.

APPROVED: May 13, 1996**AMENDED: November 13, 2000****REVIEWED AND APPROVED: February 13, 2012****GCG-R - PROBATION****GCG-R**

An employee may be placed on probationary status for the following reasons: Violation of board and/or administrative policies or regulations.

Mediocre or sub-standard work performance as indicated by the formal evaluation made by the building principal or the employee's immediate supervisor.

In the event an employee who is evaluated by a building principal is to be recommended to the superintendent for probationary status, such employee shall be so notified by the building principal in writing not later than May 1 of the school year preceding the school year in which probation is to be applied. Such notice shall include the reasons for the principal's recommendation and specific areas of mediocre or sub-standard performance which must be corrected.

An employee who is advised of the principal's intent to recommend probation may request a hearing before the superintendent by notifying the clerk of the board within ten calendar

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days of the date of receipt of notice from the building principal that the employee desires such a hearing.

Such hearing shall be conducted within ten days of receipt of request by the clerk of the board with the superintendent serving as hearing officer. The superintendent shall make a finding of fact and render a decision based on information received at such hearing. The employee shall have the right to appeal the superintendent's decision to the board by notifying the clerk within ten calendar days of receipt of the superintendent's decision that the employee desires to have a hearing before the board. The decision of the board shall be final.

Employees who are evaluated by the superintendent and who are recommended for probationary status may appeal directly to the board by following the time deadlines heretofore set forth.

Employees placed on probation by the board shall be placed on probation for one school year and shall receive no salary or benefit increases for the year they are on probation. Salary or benefit steps may not be accumulated during probation. An employee placed on probation shall be expected to correct or make substantial improvement in all areas listed as mediocre or sub-standard. Failure to do so shall result in a recommendation for termination or non-renewal.

Employees who correct or make substantial improvement in all areas given as reason for probation shall be reinstated as employees in good standing and shall be eligible for future salary increases and/or increment steps, except that if on a salary schedule, such employee shall receive no credit on the salary schedule for the probationary year.

Probation shall be recommended only when, in the best professional judgment of the principal and/or superintendent, such probation is likely to be in the best interests of the employee and the school district.

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