

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Orientation and Probation	Descriptor Code: 5.107	Issued Date: 04/18/16
		Rescinds: 5.107	Issued: 05/08/00

1 **ORIENTATION**

2 All staff members, including administrative and supervisory personnel, new to the school system shall
3 participate in an orientation program prior to the beginning of the academic school year. The orientation
4 program shall consist of the following:

- 5 1. The director of schools or his/her designee shall provide each new employee with a review of applicable
6 board policies and administrative procedures.
- 7 2. At the local school level, the principal shall provide each new employee a review and copies of the
8 school's policies and procedures.

9 **PROBATION OF CLASSIFIED PERSONNEL**

10 A probationary period is defined as the first ninety (90) days of employment for a new non-certified employee
11 or for a non-certified employee who has been rehired following a break in service.

12 **Purpose** - The probationary period shall be used to allow the immediate supervisor time to closely observe and
13 evaluate the employee and to encourage effective adjustment to the position.

14 **Evaluation** - Newly hired non-licensed support personnel shall be evaluated once during the probationary
15 period to aid in improving the employee's performance.

16 **Conditions of Employment** - The following shall apply during the probationary period:

17 *Accumulation of and use of sick leave and vacation days*

- 18 1. Probationary employees will be allowed to accumulate sick leave and vacation days in accordance with
19 the appropriate Board policies during the probationary period.
- 20 2. Holidays for probationary employees will follow the same procedures as for regular employees.

21 *Transfer*

22 A probationary employee shall not be allowed to submit a request for voluntary transfer during the probationary
23 period.

Cross References

Evaluation 5.109