

# Van Buren County Board of Education

|                                                 |                                                          |                           |                          |
|-------------------------------------------------|----------------------------------------------------------|---------------------------|--------------------------|
| Monitoring:<br>Review: Annually,<br>in February | Descriptor Term:<br><br><b>Orientation and Probation</b> | Descriptor Code:<br>5.107 | Issued Date:<br>10/14/02 |
|                                                 |                                                          | Rescinds:<br>5.107        | Issued:<br>06/17/99      |

1    ORIENTATION

2  
3    All staff members, including administrative and supervisory personnel, new to the school system  
4    will be engaged in an orientation program prior to the beginning of the academic school year.

5  
6    PROBATION OF SUPPORT PERSONNEL

7  
8    A probationary period is defined as the first ninety (90) days of employment for a new employee or  
9    for an employee who has been rehired following a break in service.

10  
11    Purpose - The probationary period shall be used to allow the immediate supervisor to closely observe  
12    and evaluate the employee, and to encourage effective adjustment to the position.

13  
14    Evaluation - Newly hired non-licensed support personnel shall be evaluated once during the pro-  
15    bationary period to aid in improving the employee's performance.

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

18  
19    Accumulation of and use of sick leave and vacation days

- 20  
21            1. Probationary employees will be allowed to accumulate sick leave and vacation days in  
22            accordance with the appropriate Board policies during the probationary period.  
23  
24            2. Holidays for probationary employees will follow the same procedures as for regular  
25            employees.

26  
27    Retirement

28  
29            Newly hired employees are eligible for membership in the Tennessee Consolidated Retire-  
30    ment  
31    System.

32  
33    Transfer

34  
35            A probationary employee shall not be allowed to submit a request for voluntary transfer  
36    during  
37    the probationary period.

38  
39  
40  
41