

# Hamblen County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Orientation and Probation</b>	Descriptor Code: <b>5.107</b>	Issued Date: <b>04/14/15</b>
		Rescinds: <b>5.107</b>	Issued: <b>04/25/13</b>

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## **ORIENTATION**

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

## **PROBATION OF SUPPORT PERSONNEL**

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

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

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

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

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

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

### *Retirement*

Newly hired full-time and part-time certified employees are eligible for membership in the Tennessee Consolidated Retirement System.

### *Transfer*

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

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Cross Reference:

Evaluation 5.109