

Lakeland Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Orientation and Probation	Descriptor Code: 5.107	Issued Date: 05/12/14
		Rescinds:	Issued:

1 **ORIENTATION**

2 All new staff members, including administrative and supervisory personnel, to the school system shall
3 participate in an orientation program prior to the beginning of the academic school year or, if hired
4 during academic term, within 15 working days of employment.

5 **PROBATION OF SUPPORT PERSONNEL**

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

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

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

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

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

14 1. Probationary employees shall be allowed to accumulate sick leave and vacation days in
15 accordance with the appropriate Board policies during the probationary period.

16 2. Holidays for probationary employees shall follow the same procedures as for regular
17 employees.

18 *Transfer*

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

Cross References

Evaluation 5.109