

Hardeman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Orientation and Probation	Descriptor Code: 5.107	Issued Date: 08/15/02
		Rescinds: 5.107	Issued: 01/21/00

1 **ORIENTATION**

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

5 6 **PROBATION OF SUPPORT PERSONNEL**

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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.

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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.

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

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

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

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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.
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24 2. Holidays for probationary employees will follow the same procedures as for regular
25 employees.

26 27 *Retirement*

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29 Newly hired employees are eligible for membership in the Tennessee Consolidated Retirement
30 System.

31 32 *Transfer*

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34 A probationary employee shall not be allowed to submit a request for voluntary transfer during
35 the probationary period.
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39 Cross Reference:

40 Evaluation 5.109
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