

# Obion 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>02/02/04</b>
		Rescinds:	Issued:

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.

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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 for  
9 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 probation-  
15 ary 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:

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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.

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27 *Retirement*

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29 Newly hired professional employees are eligible for membership in the Tennessee Consolidated  
30 Retirement System immediately. Support personnel must wait six (6) months after being  
31 employed to be eligible.

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33 *Transfer*

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

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Cross Reference: