

Hardin County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Orientation and Probation	Descriptor Code: 5.107	Issued Date: 11/04/02
		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
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:

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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.
23
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 employees are eligible for membership in the Tennessee Consolidated Retire-
30 ment
31 System.

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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 dur-
36 ing
37 the probationary period.

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40 Cross Reference:
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