

PERSONNELPROFESSIONAL PERSONNEL – Probation and Tenure**PROBATION:**

Each employee (certified or non-certified) hired or promoted to fill a permanent position must successfully complete a probationary period of six (6) calendar months from the date of employment. Immediate supervisors shall conduct several information meetings to orient the new employee to the position. At the close of the probationary period, the individual's employment will be continued if the work is satisfactory; however, employment may be terminated at any time during the probationary period. The Regional Superintendent or his/her designee may extend the probationary period up to an additional six (6) months if the employee's performance is not satisfactory at the end of the initial probationary period.

Evaluation: Employees (hired or promoted to fill a permanent position) may receive a written evaluation once during the six (6) month probationary period. The evaluation should be completed no later than the end of the fifth month. If an evaluation is completed, the supervisor shall discuss the evaluation and progress toward satisfactory performance with the employee. The Regional Superintendent reserves the right to terminate a probationary employee at any time during the six (6) month probationary period with or without a formal evaluation.

**TENURE:** Certified (teachers, school social workers, school psychologists, etc) and non-certified personnel (secretaries, payroll specialist, family liaison, etc.) do not have tenure rights at the Regional Office of Education and are employed by at-will employment agreements on an annual basis.

Certified and non-certified employees may be terminated at any time should the grant funding be eliminated or withdrawn. Certified and non-certified employees may also be terminated for poor work performance or not obeying ROE policies and regulations. The termination process will provide the opportunity for the employee to be heard and/or represented prior to his/her dismissal.

Only the Regional Superintendent can terminate an employee.

Approved: 07/01/01