

# Weakley County Board of Education



Monitoring:

Descriptor Term:

## Orientation and Probation

Descriptor Code:

5.107

Issued Date:

12/9/2014

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37

### **ORIENTATION**

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

### **PROBATION OF SUPPORT PERSONNEL**

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

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

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

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

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

1. Probationary employees will be allowed to accumulate sick leave and vacation days in accordance with the appropriate Board policies during the probationary period.
2. Holidays for probationary employees will follow the same procedures as for regular employees.

#### *Retirement*

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

#### *Transfer*

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