

**PROBATIONARY/PERMANENT STATUS**

Employees newly hired in regular positions, including confidential and management employees shall be required to serve a six-month probationary period during which time his/her work performance and overall efficiency shall be appraised to determine if he/she should be retained as a permanent employee. Such employees shall be considered probationary until having satisfactorily completed the probationary period.

At any time during the probationary period, employees are subject to dismissal if their performance does not meet District standards. Probationary classified employees do not have the right to a hearing.

Probationary periods may be extended for any period, not to exceed six additional months, upon approval of the Superintendent or designee.

Regular classified employees who satisfactorily complete his/her designated probationary period shall become permanent classified employees of the District.

Permanent employees who voluntarily resign and are subsequently hired by the District shall serve a new hire probationary period.

*Legal Reference:*

EDUCATION CODE

*45113 Rules and regulations for classified service in Districts not incorporating the merit system*

Policy

adopted: June 22, 1998

revised: August 13, 2001

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California