

PROBATIONARY PERIOD: SUPERVISORY AND CONFIDENTIAL CLASSIFIED PERSONNEL

1. Every new employee will serve a probationary period of six working months. The six months probationary period is to start on the first day of the month following employment (unless employed on the first workday of the month). If the employment of the individual is continued beyond the probationary period, he/she will be advanced to the next step on the salary schedule upon satisfactory completion of such period.
2. Each employee shall have established permanent status and an anniversary date on the first day of the month following satisfactory completion of his/her probationary period. Each year thereafter, on the anniversary date, the employee will be advanced on the salary schedule until the maximum step is reached.
3. When an employee is approved for a promotional position on a higher salary range, he/she shall be placed on the first step of the new range on the salary schedule which will grant a raise in salary of at least one step.

Reference: Education Code Section 45301

Policy adopted: September 18, 1978