

**Policy 4216: Probationary/Permanent Status**

**Status:** ADOPTED

**Original Adopted Date:** 11/02/2011 | **Last Revised Date:** 01/18/2023 | **Last Reviewed Date:** 01/18/2023

The Board of Trustees desires to employ and retain highly qualified classified personnel to support the district's educational program and operations. Newly hired classified employees shall serve a probationary period during which the Board shall determine their suitability for long-term district employment.

A probationary employee who has been employed by the district for six months or 130 days of paid service, whichever is longer, shall be classified as a permanent employee of the district. (Education Code 45113, 45301)

Probationary employees shall receive written performance evaluations by their supervisor during the probationary period. These evaluations shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job.

The district may, without cause, dismiss a new employee during the probationary period.

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed the probationary period.

A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position shall be employed in the classification from which the employee was promoted. (Education Code 45113, 45301)

This policy shall be made available to classified employees and the public. (Education Code 45113)

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**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State**

Ed. Code 45113

**Description**

[Notification of charges; classified employees](#)

Ed. Code 45240-45320

[Merit system](#)

**Management Resources**

Website

**Description**

[CSBA District and County Office of Education Legal Services](#)

Website

[California School Employees Association](#)

**Cross References**

<b>Code</b>	<b>Description</b>
4112.9	<a href="#">Employee Notifications</a>
4112.9-E PDF(1)	<a href="#">Employee Notifications</a>
4161.11	<a href="#">Industrial Accident/Illness Leave</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9-E PDF(1)	<a href="#">Employee Notifications</a>
4215	<a href="#">Evaluation/Supervision</a>
4218	<a href="#">Dismissal/Suspension/Disciplinary Action</a>
4261.1	<a href="#">Personal Illness/Injury Leave</a>
4261.11	<a href="#">Industrial Accident/Illness Leave</a>
4312.9	<a href="#">Employee Notifications</a>
4312.9-E PDF(1)	<a href="#">Employee Notifications</a>
4361.11	<a href="#">Industrial Accident/Illness Leave</a>