

### **PROBATION FOR ANNUAL CONTRACT EMPLOYEES**

The district is not required to establish a period of probation for Category 1 or Category 2 employees whose performance is unsatisfactory.

When any Category 3 employee's work is found to be unsatisfactory, a defined period of probation of not less than eight (8) weeks will be established by the board. After the probationary period, action shall be taken by the board as to whether the Category 3 employee is to be retained, immediately discharged, discharged upon termination of the current contract or reemployed at the end of the contract term under a continued probationary status.

### **PROBATION FOR RENEWABLE CONTRACT EMPLOYEES**

The board will establish a reasonable period of probation before determining that it will not renew a contract for a renewable contract employee due to a report of unsatisfactory performance. The period of probation will not affect the employee's renewable contract status.

If the board, for reasons other than unsatisfactory service, for the ensuing contract year, determines to change the length of the terms stated in the current contract, reduce the salary, or not renew the contract of a certificated person whose contract would otherwise be automatically renewed, no probationary period is required.

### **PLACING A CERTIFICATED EMPLOYEE ON PROBATION**

Notwithstanding the open meeting law, the board will make decisions regarding placing a certificated employee on probation in executive session. The individual on probation will not be named in the minutes of the meeting, but a record of the board's decision will be placed in the employee's personnel file. Prior to the commencement of the probationary period, the board will provide written notice to the employee, stating the reasons for the probation, including areas of deficiency, and the conditions of probation, including provisions for adequate supervision and evaluation of the employee's performance during the probationary period.



### **LEGAL REFERENCE:**

Idaho Code Sections

33-514 – Issuance of Annual Contracts

33-514A – Issuance of Limited Contract – Category 1 Contract

33-515 – Issuance of Renewable Contracts

**ADOPTED:**

**AMENDED:**

**FIRST READING: February 5, 2014**