

**INTRODUCTORY PERIOD FOR NON-LICENSED PERSONNEL**

Non-Licensed Personnel

All new hires, rehires, and promotional appointments to regular positions are subject to a trial period known as an introductory period. Temporary/casual/seasonal workers are not subject to this period. The introductory period is part of the selection process for regular positions and shall be utilized for observing and evaluating the employee's performance. During this period, the employee and the District have the opportunity to evaluate one another and determine whether the employee is a good fit for the position employment relationship should be continued.

The introductory period following both appointment and promotion is twelve nine (9) months, unless otherwise specified in a collective bargaining agreement. See the appropriate collective bargaining agreement (CBA) for specific information related to the length of introductory periods for employees covered under that agreement. The District reserves the right to extend the duration of the introductory period up to 12 six (6) months when the District has had insufficient opportunity to assess the employee's ability to perform the job functions or the District determines such extension is appropriate and in the interest of efficient operations.

During the introductory period following an original appointment or any extension of such period, the employment relationship is "at-will" and may be terminated by the employee or by the District at any time, with or without cause or advance notice, and without the right of appeal. The District shall notify an employee when s/he the introductory period has not been successfully completed his/her introductory period and shall thus terminate that employee.

A regular employee who has completed their initial an introductory period and who does not successfully complete a subsequent introductory period following promotion may be reinstated to a position which is at the same salary pay range as the position the employee held prior to the promotion, provided the employee is not discharged for cause and that a position is available.

A performance appraisal or evaluation as outlined in LCSD Board Policy GCBA: Performance Evaluations for Non-Licensed Personnel will be conducted to ascertain the advisability of continued employment.