

## **HUMAN RESOURCES**

### **Recruitment, Selection, and Appointment**

#### **Probationary Period for Support Employees**

This regulation supersedes Regulation 4161.4

#### **I. PURPOSE**

To establish probationary periods for support employees.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

This regulation has been reviewed, and there are no changes at this time.

#### **III. PROBATIONARY PERIOD**

- A. Support employees appointed or promoted to regular positions associated with the unified salary scale compensation plan and the food services compensation plan shall serve a probationary period of 12 months after original appointment or promotion to a particular position. The probationary period is a trial period that shall be used for closely observing the employee's performance, for obtaining the most effective adjustment of a new employee to his or her position, and—during the first year—for separating any new employee or demoting any promoted employee whose performance does not meet the required standards.
- B. With the approval of the assistant superintendent, Department of Human Resources, or his or her designee, the probationary period may be extended for a period not to exceed 120 calendar days.
  - 1. Extension of the probationary period shall be approved only when it is in the best interest of the school system. Requests for extension of the probationary period must be made in writing to the assistant superintendent, Department of Human Resources, stating the specific facts and circumstances justifying the request. The request for extension must be made at least ten (10) days before the expiration of the employee's probationary period and may be granted under the following circumstances:
    - a. When an employee is on an approved absence from work for more than 30 calendar days during the probationary period.

- b. When an employee is unable to perform the assigned duties of the job for which he or she was hired for a period in excess of 30 calendar days, such as when serving in a temporary light duty assignment to accommodate a medical condition.
- 2. Such extension shall commence at the end of the probationary period or on the date the employee resumes the assigned duties of the job for which he or she was hired.
- C. An employee who has not completed the original probationary period may apply for, be certified for, and be appointed to a promotional position. Under such circumstances, a new probationary period shall begin in accordance with the date of the appointment.
- D. For career ladder positions, the probationary period shall be the first year of continuous employment in the career ladder position.

**IV. APPEAL RIGHTS**

- A. Any employee who has satisfactorily completed an original appointment probationary period and who is serving a probationary period due to a promotion has all the rights and privileges of a Fairfax County Public Schools employee in a permanent status.
- B. Except for a charge of discriminatory practices, an employee serving an original appointment probationary period has no right to file a grievance or an appeal.