



Superintendent Policy
SP 4216
Personnel
July 6, 2021

PROBATIONARY/PERMANENT STATUS

The Santa Cruz County Superintendent of Schools (County Superintendent) desires to employ and retain highly qualified classified personnel to support the Santa Cruz County Office of Education's (Santa Cruz COE) educational program and operations. Newly hired classified employees shall serve a probationary period during which the County Superintendent shall determine their suitability for long-term district employment.

A probationary employee who has been employed by the Santa Cruz COE for six months or 130 days of paid service, whichever is longer, shall be classified as a permanent employee of the COE. **(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 Santa Cruz COE 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)** This policy shall be made available to classified employees and the public. **(Education Code 45113)**

LEGAL REFERENCE:

EDUCATION CODE

45113 Rules and regulations for classified service in districts not incorporating the merit system
45240-45320 Merit system

MANAGEMENT RESOURCES:

WEB SITES

California School Employees Association: <http://www.csea.org>