

Personnel – Non-Certified

Probation Period

Probation and Evaluation

The Executive Director or designee may approve appropriate probationary periods for new employers of not more than six months. The employee's immediate supervisor shall submit a report to the Human Resource Director, carefully reviewing the work of the new employee. At any time during the probationary period, any employee may be removed if, in the opinion of the Program Director/Principal, the probationary period indicates that such employee does not perform his/her duties so as to merit continuation in the classified service. Such removal requires the approval of the Executive Director or designee.

Policy adopted: September 1997
Policy readopted: September 17, 2003

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

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Procedure

1. The decision to place an employee on probation is at the discretion of the Executive Director or designee upon the recommendation of the Program Director/Principal hiring the employee.
2. The Program Director/Principal, as part of the hiring papers, will recommend the length of the probationary period. One month prior to the end of the probationary period, the Program Director/Principal is responsible for forwarding a recommendation for appropriate action which includes:
 - a. ending the probationary period and continuing the contract of employment;
 - b. terminating the employment; and
 - c. extending the probationary period, but in no case more than six months in total.
3. A copy of the recommendation to terminate and the reasons why must be sent to the Human Resource Director who will make recommendations to the Executive Director. The Human Resource Director after receiving approval or disapproval from the Executive Director will notify Business Services. It is the Program Director's/Principal's responsibility to make the recommendation in the appropriate time frame. Failure to do so will result in the successful completion of the probationary period by the employee and the continuation of employment.