



POLICY 3.14

4-A I recommend that the Board adopt the proposed revised Policy 3.14, entitled “Probationary Period for Non-Instructional Employees.”

[Contact: Mark Mitchell, PX 48911.]

Adoption

CONSENT ITEM

- The Board approved development of this revised Policy at the development reading on July 30, 2008.
- This new Policy will identify and provide procedures for non-instructional personnel who are subject to a 90 work day probationary period upon their commencement in a position as a non-instructional employee by this School District.
- This Policy will also address the areas of salary, rehire after a break in service, termination and employee leave during their probationary period.
- Note, there are clarifying changes to this Policy since development as to paragraph 2, line 7 relating to promotions whereas it previously read “any change of position” and paragraph 7, line 29, as applying only to employees who are probationary due to commencement of employment rather than to all probationary non-instructional employees.
- If the provisions of a collective bargaining agreement conflict with this Policy, the provisions of the collective bargaining agreement will prevail.

POLICY 3.14

PROBATIONARY PERIOD FOR NON-INSTRUCTIONAL EMPLOYEES

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4 1. The purpose of this policy is to identify and to provide procedures for non-
5 instructional personnel who are subject to a 90 work day probationary period upon
6 their commencement in a position as a non-instructional employee by this School
7 District.
- 8 2. Non-instructional employees who commence employment or are promoted to
9 another position with the District shall serve a 90 work day probationary period.
- 10 3. The salaries of those persons appointed on a probationary basis shall be the same
11 as those of appointments on an interim or regular basis, except that the duration of
12 service and compensation for the holders of such appointments shall be limited to
13 only those days during which services are actually required or rendered.
- 14 4. Non-instructional employees who have resigned, retired or been involuntarily
15 terminated during this probationary period shall be required to complete a full 90
16 work day probationary period upon being rehired as a non-instructional employee
17 following a break in service.
- 18 5. During the 90 day probationary period of employment, non-instructional employees
19 may be discharged without cause and without recourse or the employee may
20 resign without breach of contract.
- 21 6. The procedures relating to termination during the 90 work day probationary period
22 for non-instructional employees are set forth below:
 - 23 a. The procedures within PBSB form 1176, which is incorporated herein by
24 reference and which may be located on the District's website at:
25 <http://www.palmbeach.k12.fl.us/Records/FormSearch.asp>, shall be followed
26 and the form shall be completed.
 - 27 b. Appointments on a probationary basis may be terminated by the School Board
28 upon written notice to the employee by the principal, department head, division
29 head, or Superintendent.
- 30 7. Non-instructional Employees who are probationary due to commencement of
31 employment shall not be eligible, unless required by law, for any type of leave
32 except accrued sick leave, annual leave, or short-term unpaid leave (due to
33 illness), not to exceed five (5) days.
- 34 8. If the provisions of a collective bargaining agreement conflict with this Policy, the

35 provisions of the collective bargaining agreement will prevail.

36 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41(1) & (2); 1001.42 (5) &
37 (23); 1001.43(1) & (2)

38 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.42(5); 1001.43(11); 1012.22;
39 1012.23(1); 1012.33(3)(a)4; 1012.33(1)(b)

40 HISTORY: / 2008

Legal Signoff:

The Legal Department has reviewed proposed Policy 3.14 and finds it legally sufficient for development by the Board.

Attorney

Date