



POLICY 3.14

5-B I recommend that the Board approve development of the proposed new Policy 3.14, entitled "Probationary Period for Non-Instructional Employees."

[Contact: Mark Mitchell, PX 48911.]

Development

CONSENT ITEM

- 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.
- 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

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

34 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41(1) & (2); 1001.42 (5) &
35 (23); 1001.43(1) & (2)
36 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.42(5); 1001.43(11); 1012.22;
37 1012.23(1); 1012.33(3)(a)4; 1012.33(1)(b)
38 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