

## **SUPPORT STAFF PROBATION**

Each support staff employee will serve a probationary period of six months in any position for which he/she is newly hired or in any new classification to which he/she is transferred or promoted. During that time, the employee will be adequately assisted and supervised so that his abilities to carry out the required duties, and job performance, may be ascertained. Should his/her performance be unsatisfactory, a new employee may be released at any time during the probationary period, or an employee who has been transferred to a new classification may be returned to his/her former position.

SOURCE: MASC

**NOTE: The heading of this sample policy, "Support Staff Probation," has been modified slightly from the original heading in the NEPN classification system to make it more appropriate for Massachusetts school systems. The original heading read "Support Staff Probation and Tenure."**