

INSTRUCTIONAL PERIOD**SECTION 2.04****Effective Date: October 15, 2015****Approved By: Executive Director GBR****PROCEDURE:**

- A. Positions Hired by the Governing Board: The Executive Director shall conduct an evaluation 10 calendar days prior to the end of the instructional period utilizing the "Employee Performance Evaluation" form or the "Supervisory Performance Evaluation" form. If on the basis of the evaluation the Executive Director determines that the employee should be granted regular status, s/he will process a "Change of Status" form granting regular employee status.

If the Executive Director recommends that the instructional period be extended or that the employee, prior to the end of the instructional period be dismissed, s/he will present the recommendation to the Personnel Committee. The Executive Director shall document the action(s) of the Personnel/EEO/Employee Appeal Committee/Governing Board by preparing "Change of Status" forms for inclusion in the Personnel Files.

- B. Positions Hired by the Executive Director: The immediate supervisor shall conduct an evaluation of the employee 10 calendar days prior to the end of the instructional period utilizing the "Employee Performance Evaluation" form or the "Supervisory Performance Evaluation" form. The supervisor will forward through the appropriate channels one of three recommendations to the Executive Director:

1. That regular employee status be granted
2. That the instructional period be extended on a one-time basis for not more than 30 days
3. That the employee be dismissed

The Executive Director shall take action on the recommendation and document the action with the "Change of Status" form to be filed in the Personnel file.

If the instructional period is extended, a second evaluation will be conducted 10 calendar days prior to the end of the extension period. Following the procedure described above, the employee status will either be terminated or granted regular employee status.

RESPONSIBILITIES:

Responsibilities shall be as described above. Forms are available from the main office. All evaluations will be completed on the appropriate evaluation form. All instructional period actions will be documented on the "Change of Status" form which will be filed in the employee's personnel file.