

**HUMAN RESOURCES
GLENBROOK HIGH SCHOOLS**

TO: Dr. M. Riggle
FROM: V. Helander-Heiser
RE: Board Policy 6340
DATE: January 8, 2009

Attached please find final revisions to Board Policy 6340: Educational Support Personnel Probationary. There revisions include language modifications recommended by Mr. Boron.

I am requesting the Board of Education approved Board Policy 6340: Educational Support Personnel Probationary.

Thank you.

Glenbrook High School District #225**BOARD POLICY: EDUCATIONAL SUPPORT PERSONNEL PROBATIONARY** **6340**Section A

A new employee shall be designated a “probationary employee.” The probationary period shall begin on the first day of employment and end 180 workdays thereafter. Time not worked during the summer or due to an unpaid leave of absence shall not count toward the completion of the probationary period. A probationary employee must have completed his/her probationary period prior to the first day of the next subsequent school year in order to be eligible for step advancement on the respective salary schedule. A probationary employee may be disciplined or discharged without recourse.

Approved: March 13, 1995
Revised: September 25, 2000
Revised: January 12, 2009