

**HUMAN RESOURCES
GLENBROOK HIGH SCHOOLS**

TO: Dr. M. Riggle
FROM: V. Helander-Heiser
RE: Revision of board policies
DATE: 3 December 2008

After recently ratifying two of our collective bargaining agreements, we find it necessary to modify several of the district's board policies to correlate with the negotiated contract language.

The first policy to be brought forward for revision is Board Policy 6340: Educational Support Personnel Probationary. You will note that the probationary period for support staff employees has been increased from 120 work days to 180 work days. This extension of the probationary period is designed to enable a new hiree to work through the full cycle of a school year program before becoming a non-probationary employee. We have also included language which reflects the district's practice of requiring that a new employee's probationary period be completed by the first day of the school year in order to be eligible for step advancement on the respective salary schedule. This procedure for step advancement is the same for all District #225 employees (teachers, administrators, support staff).

The district's attorneys have reviewed and approved this policy revision.

I am requesting that the Board of Education approve these noted revisions to Board Policy 6340: Educational Support Personnel Probationary.

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

A new employee shall be designated a “probationary employee.” The probationary period shall begin on the first day of employment and end ~~120~~ **180** work days 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 by the first day of the 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: December 8, 2008