

GCJ—Professional Staff Probation, Tenure, and Seniority

Probation

When an employee's work is found to be unsatisfactory, a reasonable period of probation not less than eight (8) weeks shall be established by the Administrator. Additionally, in consultation with the staff member the Administrator shall outline a plan for remediation of deficient areas as evidenced through formal observations. While consultation with the staff member is required, the final plan for remediation shall be decided upon by the Administrator. Such plan shall include specific, identifiable, and measurable goals. The Administrator shall make reasonable efforts to provide resources and assistance to the staff member, however, the full responsibility to improve performance lies within the staff person and no one else.

If at the end of the probationary period the staff member performance has become proficient, the record of probation shall not be placed in the employee's official personnel file.

Should the employee not attain a sufficient level of proficient performance of duties, the Administrator may choose to provide one more probationary period for the employee to improve his/her performance. In either case of failure to improve performance sufficiently, the Administrator may append the record of the probationary period and measures taken to provide support for improvement to the employee's official personnel file. The Administrator may then begin the termination process according to Policy GCQ, Termination of Professional Staff Employment.

The employee retains the right to attach a response to any document placed within his/her official personnel file.

Tenure

In no instance shall tenure be construed to mean an automatic renewal of contract, or expectation thereof, from year to year. Employees work at the will of the Board.

Seniority

The Board does not recognize seniority status among its employees. All employees are considered upon their individual performance, "fit" into the educational plan of the School, and willingness to contribute to the overall advancement of the School.