

HR Instructions Manual

DISMISSAL WHEN NOT AVAILABLE FOR WORK

The probationary period in all contracts is twelve (12) months, during which time the employee may be summarily dismissed without recourse to the grievance article.

The probationary period should be considered part of the employment process. It is that time during which the manager should evaluate the quality of work, attendance pattern, promptness, work force compatibility, and other factors that indicate that the probationary employee will become a satisfactory permanent member of the district staff.

On The Job Injury

In the event that a probationary employee is unavailable for work as the result to an on the job injury, he/she will be eligible for sixty (60) days of paid leave. If, at the conclusion of the sixty (60) days, the employee is unable to return to work he/she shall be paid for any accumulated full time sick leave available and then terminated.

Illness

In the event that a probationary employee is unavailable for work as the result of an illness or non-job related accident, the employee shall be placed on full time sick leave, if eligible, then half salary sick leave, then terminated on the last day of the month following the month in which the absence began.

Extension of Benefits

In all cases of termination all insurance, except health, shall cease on the last day of the month during which the employee was in a paid status. Health insurance shall continue through the last day of the month following the month in which the employee was in a paid status. For any condition being treated and paid for by the plan at the time of termination, coverage for that condition shall continue through the end of the year following the-year of termination.