



90-Day Probationary Employee Procedures

STATEMENT OF UNDERSTANDING

Employee Name: _____
Last Name First Name M Social Sec

Position: _____

School/Department Name: _____

School/Department Number: _____

Statement for Support Employees:

Florida Statute 1012.40(2)(a) states that “Each educational support employee shall be employed on a probationary status for a period to be determined through the appropriate collective bargaining agreement or by district school board rule in cases where a collective bargaining agreement does not exist.”

Board Policy 4120 states that “Support employees include all those employees who work in non-instructional, non-contracted roles and serve at the pleasure of the Board subject to dismissal, transfer, promotion, or resignation and the provisions of the collective bargaining agreement.” “A regular employee is a person employed in a continuing position on a daily schedule after having completed a ninety (90) calendar day probationary period. Extensions to this period may be granted by mutual written consent of the employee and the immediate supervisor. Employees who have not completed such period of employment may be discharged without recourse and shall not be subject to the provisions of the grievance procedure for bargaining unit employees.” Support positions are those listed in the applicable bargaining unit agreement as well as some non-bargaining positions.

I have read the appropriate and applicable statement above and understand that during my first 90-days of initial employment in this position, I am a probationary employee and may be terminated without cause or may resign my position.

Probationary Employee’s Signature

Date

Copy for School File

Copy to Employee

Signed original to Human Resources Services – ESF

REV 11/2023

Human Resources Services

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