

## PROBATION PERIOD INFORMATION FOR CLASSIFIED NEW HIRES

As a newly hired classified employee, you will be in probationary status for seven (7) working months from the date of hire into your classified bargaining unit position (Article 9).

Here are some important points for you as you work through your probation period outlined in the Collective Bargaining Agreement (CBA) between Eugene School District 4J and Oregon School Employees Association:

- The District reserves the right to terminate a probationary employee during this period for any reason (Article 9.1.2)
- Probationary employees may not apply for other posted positions without prior consent from the Director of Human Resources. If you wish to apply for another position, please email [hr@4j.lane.edu](mailto:hr@4j.lane.edu) to make your request.

### **Critical Information Regarding Absences During Probation Period:**

The CBA explains clearly restrictions placed on probationary employees regarding paid days and leaves. Please carefully review this information.

Probationary employees are only permitted to use sick leave as they earn it. You will earn approximately 1 day per month. During your probation period, you must earn the day (by working a month) and then you are entitled to use it if you need to. At the end of your probation period, all of the sick leave you will earn for the current school year will be available for you to use if needed (13.1.2).

Probationary employees are not entitled to use personal (miscellaneous) leave, family leave or any other type of paid leave (9.2.1, 13.2 and 13.5.2). If you need any time off, please contact your administrator or supervisor to discuss your request. With their permission, you may take the needed days but will be required to enter them as a 'pay deduct' for time away from your position.

After you successfully complete your probationary period, you will receive all the benefits and rights covered in the collective bargaining agreement as of the date your probationary period began.

Please feel free to contact Kathy Anthony at Human Resources if you have any questions ([anthony\\_k@4j.lane.edu](mailto:anthony_k@4j.lane.edu)).