

Refer to Section {B}
{Personnel}Unit
Procedure for {B 12 – Probationary Period}



1. The term "probationary period" applies to all newly hired employees who are in their first two (2) months of employment. During this forty-five (45) day probationary period, the employee shall be considered as a probationary employee.
2. An employee serves only one initial probationary period. An employee transferring to another area of the college does not begin a new initial evaluation period.
3. The supervisor should explain the purpose of the 45-day evaluation period on the employee's first day of work. The supervisor should also provide the employee with a copy of the employee's position description. In addition the supervisor should explain the expectations regarding performance in the new position and provide training which covers the specific duties and responsibilities of the position.
4. The supervisor should establish checkpoints to determine normal progress expected in a new employee. The employee's performance is periodically evaluated against the criteria of the position description. Successes, as well as problems and deficiencies, should be reviewed with employees, with positive stroking for successes or with instructions provided on how to improve.
5. A formal performance appraisal should be conducted on all new employees prior to the end of their probationary period, to assist in the determination of whether or not to grant regular status. The "Employee Probationary Evaluation" form should be completed and forwarded to the office of the director for administrative services.
6. Upon successful completion of the probationary period, an employee becomes a "regular" status employee.
7. If job performance is judged unsatisfactory, an employee may be terminated at any time if, after counseling sessions, it is determined that he/she cannot perform the job functions of the particular position. Employment should **not** exceed the sixty-day probationary period and such termination shall not be subject to the grievance procedure.
8. A newly hired employee on a regular job shall be eligible for benefits normally available for regular, full-time employees. They shall accumulate vacation and sick leave allowance but shall not be permitted to use such vacation and sick leave until the completion of the sixty-calendar day probationary period.
9. Vacation or other time off during the probationary period should be limited to strict necessities or emergencies.
10. The original date of employment is considered as the employee's anniversary date for the purpose of computing benefits and establishing seniority.
11. New employees in a regular position are not eligible for promotion or transfer (except within their own unit) until they have completed the probationary period. An exception may be made only with prior supervisor approval.

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1. Employee Probationary Evaluation Form

Employee Name: _____

Employee's Department: _____

Position Title: _____ Date of Hire _____

Date Probationary Period Ends: _____

A written performance evaluation was prepared and discussed with this employee on _____.

The employee:

_____ Has performed satisfactorily during the probationary period and has been granted regular employee status.

_____ *Has performed unsatisfactorily during the probationary period and has been notified or his/her release from employment effective _____.

*Requires prior consultation with the director of administrative services and presidential approval.

Comments

Supervisor's Signature

Date

I certify that a performance evaluation has been discussed with me and that I understand the reasons for the actions taken.

Employee's Signature

Date

Original: Administrative Services Office

Copies to: Employee, department personnel file