



Ohio Administrative Code

Rule 3358:17-9-02 Introductory period for new employees.

Effective: [March 22, 2015](#)

The introductory period is a trial period of employment for the employee and the college.

(A) All new full-time and regularly scheduled part-time employees, including administrative and instructional employees, will begin employment in an introductory period. A casual labor employee, as defined in paragraph (B)(6) of rule 3358:17-9-01 of the Administrative Code, upon accepting a full-time or regularly scheduled part-time position with the college, is subject to an introductory period.

(B) During the introductory period, the college may end the employee's employment at any time, for any reason or no reason, by providing notice in any form to the employee. Termination of the employee during the introductory period is effective the day of notification. Any employee terminated during his/her introductory period cannot appeal the termination decision. In addition, the employee is not entitled to any of the protections provided for in rule 3358:17-20-04 of the Administrative Code, or rule 3358:17-22-04 of the Administrative Code.

(C) The employee's immediate supervisor may, but is not required to provide a performance review of the employee's work during the introductory period.

(D) At any point prior to the end of the introductory period, the employee's immediate supervisor, with concurrence from the senior administrator for the department or academic division where the employee works, will recommend one of the following: that the introductory period be concluded, employment continued, and a contract of employment be issued (if the employee is one eligible to receive a contract, see paragraph (A) rule 3358:17-9-03 of the Administrative Code) for the remainder of the fiscal year; or that the introductory period be extended pursuant to paragraph (F) of this rule; or termination of employment. The recommendation must be presented to the president of the college prior to the end of the introductory period. The president can approve, reject, or otherwise modify the recommendation. The president's decision is final.



(E) Length of introductory period.

The introductory period will last for one hundred eighty calendar days beginning with the employee's start date as determined by the director of human resources or his/her designee. A casual labor employee who accepts a full-time or regularly scheduled part-time position with the college will begin his/her one hundred eighty calendar days introductory period on the start date determined by the director of human resources or his/her designee.

(F) Extension of introductory period.

(1) The introductory period may be extended for a fixed period (the "extended introductory period"). During the extended introductory period, the employee is given an opportunity to meet performance standards set forth by a prescribed plan of improvement. The prescribed plan of improvement will be created by the employee's immediate supervisor in consultation with the director of human resources. At any point prior to the end of the extended introductory period, the employee's immediate supervisor, with concurrence from the senior administrator for the department or academic division where the employee works, will recommend one of the following: that the extended introductory period be concluded and employment continued, and a contract of employment be issued (if the employee is one eligible to receive a contract, see paragraph (A) rule 3358:17-9-03 of the Administrative Code) for the remainder of the fiscal year; or termination of employment. The recommendation must be presented to the president prior to the end of the extended introductory period. The president can approve, reject, or otherwise modify the recommendation. The president's decision is final.