

**3354:2-20-06 Probationary Employment Status for Staff Employees**

<u>CONTINUING</u> <u>Admin. &amp; S/P</u>	<u>TEMPORARY</u> <u>Admin. &amp; S/P</u>	<u>TENURE-TRACK</u> <u>Faculty</u>	<u>NON-TENURE TRACK</u> <u>Faculty</u>
<u>Full-time</u>	<u>Full-time</u>	<u>Full-time</u>	<u>Temporary</u>
<u>Partial-year</u>	<u>Partial year</u>		<u>Part-time</u>
<u>Part-time</u>	<u>Part-time</u>		
<u>Staff</u>	<u>Staff</u>		
x <u>Full-time</u>	x <u>Full-time</u>		
x <u>Partial-year</u>	x <u>Partial-year</u>		
x <u>Part-time</u>	x <u>Part-time</u>		

**(A) Probationary Employment Period Defined**

- (1) A period of time, demarcated by the passage of a specified number of paid months during which the staff employee's performance of his/her position-specific duties and responsibilities and adherence to general, college-wide and specific departmental standards of conduct are closely observed by the supervisor of record for the purpose of assessing the employee's ability to sustain satisfactory performance beyond.

**(B) As an Extension of the Selection Process****(1) Length**

- (a) The probationary period will be the first six months of a staff member's paid employment in a position not previously held.
- (i) If a probationary employee's performance is evaluated as "unsatisfactory" at the conclusion of the probationary period but the supervisory of record determines the employee's performance may improve with additional time or, if due to extenuating circumstances, the supervisor of record needs additional time to evaluate the staff member's performance, the initial probationary period may be extended beyond the six months, not to exceed an additional six months.
- (ii) A non-probationary employee who is reassigned to a new position within the college will be required to satisfactorily complete a probationary period of six months except in those cases where the new position is fundamentally similar to the employee's previous position as determined by the Vice President for Human Resources and Organizational Development.

(2) Performance Evaluation During the Probationary Period

- (a) A formal, written performance evaluation will be prepared by the supervisor of record and presented to the probationary-status employee a minimum of three times, or every two months, within the six month probationary period.
- (b) Staff employees can be terminated at any time during the probationary period based on a formal, written performance evaluation and recommendation from the unit administrator, Vice President for Human Resources and Organizational Development and the President of the College.

(3) Upon Completion of the Probationary Period

- (a) The supervisor of record shall complete a formal, written performance evaluation and recommend one of the following: (1) employment status changed to non-probationary; (2) termination; or (3) extension of the probationary period in accordance with A.1.a. of this policy.
  - (i) Employees terminated may appeal the validity of the evaluation rating and the subsequent action, in accordance with established procedure.

(C) As an Extension of the Performance Evaluation Process

(1) Length

- (a) A non-probationary status employee whose performance has been rated “unsatisfactory” may, with the prior approval of the unit administrator and Vice President, and notification to the Vice President for Human Resources and Organizational Development, be returned to probationary status for a minimum of two months, but no more than six months.

(2) Appeal of the Return to Probationary Status

- (a) An employee evaluated as “unsatisfactory” and returned to probationary status may appeal the validity of the evaluation rating and the subsequent action, in accordance with established procedure.

(3) Upon Completion of the Probationary Period

- (a) Upon completion of the probationary period, the supervisor of record will evaluate the employee’s performance and recommend one of the following actions: (a) termination or (2) return of the employee to non-probationary status.
  - (i) Recommendations for termination must be approved in advance by the

unit administrator, Vice President, Vice President for Human Resources and Organizational Development , and the President.

- (ii) Employees terminated may appeal the validity of the evaluation rating and the subsequent action, in accordance with established procedure.

Replaces: 3/6/03

Effective: 03/06/2003

CERTIFIED ELECTRONICALLY

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Certification

03/11/2015

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Date

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