

## **PROBATION PERIOD FOR NEW HIRES- BP 2.12**

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### **PROBATION PERIOD FOR NEW HIRES**

The President shall implement a probation period for new hires. An employee appointed or promoted to a permanent position shall serve a probationary period. New employees shall serve a probationary period usually of six months in duration, but such period can be reduced or increased by the President when particular circumstances make doing so in the best interest of the College. During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress.

Before the end of the probationary period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion shall be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. Probationary periods may be extended for a maximum of six additional months. Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire. If such disciplinary action is taken the new hire during the probation period shall not have any right or opportunity to appeal the disciplinary action except to the extent required by law.

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