

PROBATION PERIOD FOR NEW HIRES PROCEDURE

Related Board of Trustees Policy: BP 2.12

Approval: May 2012

Revision:

All newly hired employees to the College in a permanent position shall serve a six (6) month probationary period.

Disclosure/Notification

- All full-time vacancy announcements disclose the College's six (6) month probationary period for new hires.
- The six (6) month probationary period notification is prominently displayed on the Human Resources Web page for Job Seekers.
- Applicants selected for interviews for full-time regular positions are informed during the interview process of the probationary period.
- New hire full-time employment contracts inform the employee of the six (6) month probationary period as a condition of employment.

Implementation-New Hires

- During the probationary period, the supervisor will receive notification from Human Resources that a six (6) month interim performance evaluation is to be conducted on the employee.
- The supervisor will discuss the strengths, weaknesses and areas for improvement (if noted) with the employee.
- The supervisor and employee will sign the interim evaluation and forward it to the unit vice president for review and signature.
- The supervisor shall recommend in writing to the unit vice president whether to complete, extend, transfer, demote or dismiss the employee.
- The interim evaluation (6 month) will be placed in the employee's personnel file.
- At any time during the probationary period, if disciplinary action (including demotion or dismissal) is recommended, the employee has no right of appeal except to the extent required by law.

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