



INTRODUCTORY PROBATIONARY PERIOD FOR NON-FACULTY EMPLOYEES POLICY

Board Bylaw:
Policy Number: 4.1600
Subject Area: Personnel
Adopted: 06/24/2024
Revised: 06/24/2024

All new non-faculty employees and employees accepting new positions will complete a probationary period beginning with their first date of employment and will be reviewed at 30, 60, and 90 days of employment. The probationary evaluation will be completed by the employee's immediate supervisor.

The purpose of the probationary period is to orient the new employee to the College and the position requirements, including expectations, performance standards, attendance, interpersonal skills, and conduct.

Employees in a position covered by a Collective Bargaining Agreement should refer to the Probationary Period language in the respective Collective Bargaining Agreement.