



INTRODUCTORY PROBATIONARY PERIOD FOR NON-FACULTY EMPLOYEES PROCEDURE

Board Bylaw:

Policy Number: 4.1600

Subject Area: Personnel

Adopted: 05/13/2024

Revised: 05/13/2024

This procedure defines the employment probationary period and allows an introductory period that determines whether the employee is successful in completing it or is released from employment.

The supervisor will complete a Progress Summary report, review it with the employee, and submit it to Human Resources at 30, 60, and 90 days of employment to review the following, but not limited to: quality, productivity, job knowledge, availability, initiative, communication/interpersonal skills, and overall performance.

Upon the President's recommendation, the Board of Trustees may terminate a full-time non-faculty employment relationship and any unearned salary and benefits. The College reserves the right to terminate an employment relationship at will, with or without notice, and with or without cause during the introductory probation period.

Upon recommendation of the supervisor and Human Resources to the President, the College may terminate a part-time non-faculty employment relationship and any unearned salary and benefits. The College reserves the right to terminate an employment relationship at will, with or without notice, and with or without cause during the introductory probation period.

Current non-faculty employees who transfer to a different position begin a new probationary period with the effective date of the transfer and Progress Summary at the 30, 60, and 90 days of employment as previously outlined.

The introductory probationary period may be extended for reasons that support this action. All probationary extensions must be approved by the Vice President and Human Resources.

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