

Administrative Regulation: Probationary Period
Regulation Number: 3.2.4

Non-faculty employees who are at least half-time (20 hours or more weekly) ~~and~~ **who** are below the level of Executive Administrator and **who** have been newly hired or **who** have changed positions within the college; shall serve a probationary period of one year. The probationary period ~~'s is part of the selection process.~~ Its purpose is to give the new employee an opportunity to demonstrate his/her willingness, dependability, team working skills, and ability to learn and perform **satisfactory** job duties ~~satisfactorily~~.

Before the end of the probationary period, the supervisor shall submit a written evaluation to ~~their supervisor~~ **the next level supervisor and the Human Resources Director** concerning continued employment of the probationary employee. This recommendation shall be discussed with the employee, **entered into the employee's personnel file**, and a written copy **will be** given to him/her **for his/her records**.

If it is determined that the employee's performance **is satisfactory** ~~indicates a capability to become a satisfactory performer~~ and merits retention in the position, the **probationary** employee ~~shall~~ **will become** a regular employee with rights of appeal.

The probationary period may be extended for an additional 30 days at the discretion of the Human Resources ~~Officer~~ **Director**. The College President may extend the probationary period **for** an additional 6 months.

The fact that an employee is in the probationary period for a specific period of time is no indication of continued employment for the entire **length of the probationary** period. If an employee's work is not satisfactory, he or she may be dismissed at any time during the probationary period without cause assigned or right of appeal. After the probationary period ~~dismissals may be for cause~~ **employment actions will be taken in accordance with applicable policies, employment agreements, and governing law**.

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Date reviewed, no change: