

**Title:** **Staff Probationary Period**

**Initial Action:** **11/27/2017**

**Board Agenda:** **18-002**

**Last Revised**

**Policy:**

**Procedure:**

**Last Reviewed:**

**Changes Effective:**

**Next Review:** **10/01/2020**

**Responsibility:** **Director of Human Resources**

All initial staff appointments are subject to a 90 day probationary period. The probationary period is defined as the 90 day period an employee is required to serve in order to demonstrate their knowledge, skills and ability to satisfactorily perform the job duties required of their position. At the end of 90 days, the College will decide whether to grant the employee regular employee status, extend the probationary period, or terminate the employment relationship. During the probationary period, an employee is subject to dismissal without right of appeal pursuant to the College's Employee Grievance Policy.

Upon successfully completing the 90 day probationary period, full-time staff will receive a written evaluation from their supervisor. Evaluations for part-time and contract staff are optional.

The college faculty are subject to a different policy, the Faculty Probationary Policy. The policy was approved by the Board of Trustees at the December 8, 2011 board meeting. The resolution number is 11-055.