

Policies and Procedures

Title

Probationary Period

HR Policy No: 10.006

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Revised: May 1, 2019

Purpose

To provide an opportunity for both employees and supervisors to assess how well the employment relationship is working and if employment should be continued.

Applicability

Full-time and Academic-Year Administrators and Staff

Policy

All new regular exempt employees are considered to be on probationary status for the first six (6) months of employment. For the first three months of employment, regular exempt employees may take vacation only with the prior approval of the supervisor.

All new regular non-exempt employees are considered to be on probationary status for the first three (3) months. The supervisor, with the approval of the director of employment/employee relations/associate director of HR or the associate vice president for human resources, may provide an extension to allow an employee and the department time to address performance issues.

Exempt and non-exempt, non-union employees who transfer or are promoted to another position with the College will begin a new three-month or six-month probationary period for that position.

Non-exempt, non-union employees on probation accrue vacation, holidays, and sick days from the beginning of employment, but are not allowed use of vacation time during the first three (3) months of employment unless special permission is obtained from their supervisors. Employees covered by a collective bargaining agreement are governed by the terms of the agreement.

If an employee is terminated during the probationary period, vacation benefits are not paid.

Probationary employees are paid for official College holidays which occur during the probationary period.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for overall administration of this policy.