

TITLE: Staff Probationary Period

- Initial Action: 11/27/2017
- Board Resolution: 18-002, 25-001
- Last Revised:
 - Policy: 12/2024
 - Procedure: 12/2024
- Last Reviewed: 12/2024
- Effective: January 30, 2025
- Next Review: December 2027
- Responsibility: Executive Director of Human Resources

Policy:

The probationary period policy is designed to provide a structured, supportive transition to all newly hired full-time and part-time staff, full-time staff who are promoted to a higher graded position, part-time staff who transition from part-time to full-time status, and current staff who transfer to a position within a new division. This policy does not apply to full-time lateral transfers within the same division where an employee’s grade does not change.

The probationary period allows for staff to demonstrate their knowledge, skills and ability to satisfactorily perform the job duties required of their position.

Procedure:

The probationary period is the 90-calendar day period from the employee’s start date in their applicable position. Near the end of the 90-day period, the College will decide whether to convert the employee to regular status, extend the probationary period, or terminate the employment relationship. Employees in their initial post-hire probationary period and employees transitioning from part-time to full-time status, both including extensions of the probationary period, are subject to dismissal without rights pursuant to the College’s Employee Grievance Policy. Full-time employees in a probationary period related to promotion to a higher graded position or full-time employees who transfer to a new division, retain the rights as outlined in the Employee Grievance Policy

A supervisor recommending an extension of the 90-day probationary period must consult with Human Resources prior to extending the probationary period. An extension may be necessary to allow for additional time for improvement in specific performance areas, catastrophic illness, and/or approved leave. The probationary period may be extended for a minimum of 30 days and a maximum of 90 days.

A supervisor who recommends termination of the employment relationship must consult with Human Resources prior to communicating the recommendation. A termination may be necessary due to poor conduct, poor performance, or any other legitimate reason(s) that warrant dismissal in accordance with college policies and procedures.

Upon completion of the initial 90-day probationary period, staff will receive a written evaluation from their supervisor. An employee whose probationary period is extended will receive an initial written evaluation and a written evaluation at the conclusion of the extension with notification of appointment to regular status or recommendation to terminate the employment relationship.

Evaluations will be retained in the staff’s personnel file.