A. Upon Initial Employment

All College employees serve a probationary period upon being hired. Faculty and administrative/support personnel (exempt) are on initial probation for a period of six (6) months. Non-exempt employees are on initial probation for a period of three (3) months. Conferences are held with the immediate supervisor midway and near the end of that period at which time the employee's performance is discussed and evaluated.

B. Performance Probation

1. Employees may be placed on performance probation as a means of corrective discipline. Probation is structured so that specific reasons for probationary status are given in writing; deficiencies, inadequacies, and/or misconduct are listed and described; and a timetable for improvements in these areas is established. A conference is held at the conclusion of the probationary period and a determination is made at that time whether the probationary status will be removed or continued or whether further action will be taken.

2. Human Resources are responsible for monitoring probation.

C. Contracts During Performance Probationary Period

Employees do not receive letters of intent or contracts for employment during the performance probationary period.

D. Probation Appeal

An employee who desires to appeal his or her performance probation may use the College grievance policy/procedures.