

443-07 PROBATIONARY PERIOD—PROCEDURE

1. PURPOSE

The purpose of a probationary period is to allow the College and a new employee to assess job fit suitability during an initial employment period.

2. PROCEDURE

1. Classified (Non-Exempt) Employees

Classified benefit eligible staff will serve a six (6) calendar month probationary period when they are initially hired. Time served while in temporary or part-time status does not count toward completion of initial review status requirements. A secondary probationary period of three (3) calendar months results from, but is not limited to, job changes such as transfers, promotions, demotions and reassignments.

- a. Employee may be dismissed at the discretion of the College at any time during the probationary period and are not entitled to access to the College's grievance process. However, employees have the right to file a complaint of sexual, racial or other prohibited discrimination, in accordance with the College's established procedures.
- b. Individuals who are rehired by the College must complete a new six (6) month probationary period.
- c. A performance evaluation review, conducted by the Supervisor with the employee, must be given no later than the end of the fifth (5th) month of employment or the second month of employment for those individuals who made a job change such as a transfer, promotion, demotion, reassignment, etc. The supervisor must submit the performance evaluation and a recommendation to the Human Resources Director to either terminate the employee's service or transition the employee to regular employment status. If the evaluation and recommendation are not completed within the required time frame, the employee will automatically enter regular status.
- d. Neither the six (6) month nor the three (3) month probationary period may be extended for purposes of additional evaluation.

2. Administrators/Professional (Exempt), Part-Time Staff and Part-Time Faculty

Exempt employee, part-time faculty and part-time staff do not serve a probationary period. In the event the College has reasonable cause to believe the assigned duties of the position are not being adequately performed, the College shall have the right to terminate employment and shall have no obligation other than payment of the agreed upon fees for services actually provided by the employee to the time of dismissal. Employees in this category are not entitled to the grievance procedure following or prior to a decision of termination.

3. Full-Time Faculty

New full-time faculty serve an initial probationary period for three complete academic years. During the initial probationary period, faculty are issued specialized contracts which authorize the College to terminate the contract at any time without reason, and without rights of appeal. Faculty who are completing their initial probationary period do not have access to the College grievance process.

3. BACKGROUND

1. References: none
2. Revision history: 08/1996, 04/02/2002, 06/23/2009 (reformatted)
3. Legal review: none
4. Sponsor: Human Resources

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