

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7325.0

EMPLOYMENT PROBATION

1. PROCEDURE SUMMARY STATEMENT

To establish employment probation protocol.

2. DEFINITIONS

- 2.1 New Hire Probation – the first two (2) years of employment for new employees. Any employee may be terminated without cause during this initial two-year period of employment.
- 2.2 Employment Probation – employees who have been employed more than two (2) years and who have been placed on probation because of unsatisfactory performance or behavior.

3. PROCEDURE

- 3.1 If an employee's supervisor and/or the appropriate Vice President determine that an employee's overall behavior or performance is below College standards, the employee may be placed on employment probation.
- 3.2 Employment probation is a program designed to notify an employee of deficiencies in behavior and/or performance and to develop a plan of action to improve those identified deficiencies.
- 3.3 The primary basis for determining employment probation shall be the College's Progressive Discipline procedures (AP-7322.0 and AP-7322.1) and/or the Employee Performance Review procedures (AP-7315.0).
- 3.4 Under the Progressive Discipline procedures (AP-7322.0 and AP-7322.1) an employee with a level 2 or higher offense may be placed on employment probation.
- 3.5 Under the Employee Performance Review procedures (AP-7315.0) an employee who fails to show satisfactory improvement while under a performance improvement plan may be placed on employment probation.
- 3.6 Employment probation is generally for a period not to exceed one (1) year.
- 3.7 Failure to make satisfactory improvement during the employment probation period may result in a recommendation to terminate employment.

- 3.8 If the employee has made improvement, but their behavior or performance is still unsatisfactory, the supervisor and/or the appropriate Vice President may extend such probationary period for a time not to exceed one (1) additional year; at the end of which time the employee shall either be removed from employment probation or be terminated.
- 3.9 The immediate supervisor and/ or the appropriate Vice President shall provide the employee with a Notice of Employment Probation notice letter, which the Human Resources Office will draft in collaboration with the employee's supervisory team.. The notice letter states the employee is being placed on probation, the length of the probation period, the specific deficiencies in the employee's behavior and/or performance, the necessary changes and improvements in performance which need to occur within the probationary period, and the plan of action to improve those deficiencies.
- 3.10 The Notice of Employment Probation letter shall be dated and signed by the employee receiving the notice. A copy will be retained in the employee's electronic personnel file in the Human Resources Office.
- 3.11 During the employment probation period, the immediate supervisor shall initiate a series of meetings or other appropriate activities for the employee designed to bring about improved behavior and/or performance. Periodic reviews shall be performed to monitor the employee's progress.
- 3.12 Employment Probation shall not be a prerequisite for the College to exercise its right to terminate non-faculty employees. The President shall be informed of all action taken under employment probation.
- 3.13 The College will follow the Faculty Master Contract provisions for employment probation for all faculty employees.

4. APPLICABILITY

N/A

ISSUE DATE: 08/10/2022

EFFECTIVE DATE: 08/10/2022

REVISION DATE(S): 03/09/2006 (item #9853); 09/01/2014; 05/23/2018; 08/10/2022

PRIOR POLICY/PROCEDURE NUMBER: 4104.a; BP-7325

SCHEDULE FOR REVIEW: 2027

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: AP-7315.0; AP-7322.0; AP-7322.1

PROCEDURE KEY WORDS: Employment Probation; New-Hire Probation