

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 7– HUMAN RESOURCES SUBSECTION 73 – EVALUATION, DISCIPLINE, TERMINATION & RESIGNATION

POLICY NUMBER: BP – 7325

EMPLOYMENT PROBATION

1. POLICY REASON/PURPOSE/INTENT

To establish employment probation.

2. DEFINITIONS

N/A

3. POLICY

3.1 The College has two categories of probation: new-hire probation and employment probation. New-hire probation is for all employees during their first two years of employment. Any employee may be terminated without cause during this initial two-year period of employment.

3.2 Employment probation is for employees who have been employed more than two years and who have been placed on employment probation as a result of unsatisfactory performance or behavior. Employment probation is administered in accordance with college procedures.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 03/08/2018

ORIGINAL ADOPTION DATE: 03/09/2006 (item #9853)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 08/14/2014
(item #11478); 03/08/2018 (item #12242)

PRIOR POLICY/PROCEDURE NUMBER: 4104

SCHEDULE FOR REVIEW: 2023

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: AP-7325.0

RELATED POLICIES/REFERENCES: BP-7322

POLICY KEY WORDS: employment probation