

CP 2.24.1 Probationary Period

Related Board of Trustee Policy: BP 2.24

Responsible Official *President*
Approvals *02/29/2023*
Revision

Procedure

Disclosure/Notification

- All vacancy announcements must disclose the College's 90 day probationary period for full-time non-faculty employees or one (1) semester probationary period for full-time faculty members.
- The 90 day or 1 semester probationary period notification is prominently displayed on the Employment Opportunities web page.
- Applicants selected for interviews for staff or faculty positions are informed during the interview process of the appropriate probationary period.

Non-faculty Employees

Satisfactory completion of a 90-day probationary period is required for continued employment. The 90-day probationary period may be extended if the employee takes leave with or without pay exceeding seven consecutive calendar days. The probationary period may be extended for performance-related issues. The probationary period provides time for the new employee to adjust and allows the supervisor time to ensure the new employee can satisfactorily meet performance expectations before granting permanent status. If an employee is transferred to another position, promoted, or demoted, an additional probationary period may be required after satisfactory completion of the initial probationary period.

Former employees who are re-employed must complete a new probationary period. Faculty members appointed as staff employees must complete a probationary period.

Supervisors are required to work closely with employees during the probationary period. Frequent discussions on employee progress are also required. The employee must be notified in writing of the successful completion of their probationary period.

Faculty Employees

Satisfactory completion of a one (1) semester probationary period is required for continued employment. The probationary period may be extended if the employee takes leave with or without pay exceeding seven consecutive calendar days. The probationary period may also be extended to a second semester by the faculty member's supervisor for performance-related issues. Faculty members who are re-employed are required to complete a new probationary period.

Exception to the Probationary Period

An employee's supervisor may extend the initial probationary period if it can justify the need for additional time to determine the new employee's ability to meet performance standards. If

justified, for non-faculty employees, supervisors can extend the 90 calendar-day probationary period by 30 calendar-day increments. The probationary period cannot last more than 270 calendar days. Conversely, if justified for faculty employees, supervisors can extend the one (1) semester probationary period by an additional semester. The probationary period for faculty employees cannot last more than two (2) semesters.

Any extension of the probationary period must be based on one or more of the following conditions:

1. The complexity of the work is such that the employee has not had sufficient time to acquire or demonstrate possession of the full range of skills required for the position. It is allowable for a department with specialized and/or scarce skills requirements to establish a standard six-month probationary period as a condition of employment. This must be explained to candidates during the job offer process.
2. The employee is progressing, but the supervisor would like additional time to assess the new employee's performance.
3. The employee is progressing, but the supervisor would like to give the employee more time to acquire additional skills.
4. An extended illness, accident or other intervening event (typically more than two weeks) has prevented the employee from acquiring or demonstrating the full range of skills required for the position.
5. A performance and/or conduct issue has occurred that makes the supervisor want to have more time to assess the new employee's suitability for continued employment. The performance/conduct issue must be documented.

The employee must be notified in writing of the extension of the probationary period prior to the end of the active probationary period. If the employee's supervisor fails to provide written notification of the probationary period extension on or before the last day of the active probationary period, then the probationary period will be considered satisfied.

Probationary period employees are not eligible to participate in the College grievance procedure. However, if an employee claims that termination or any other disciplinary action was based on race, religion, color, national origin, sex, gender, gender identity, age, disability genetic information, political affiliation, status as a covered veteran or if the decision is otherwise a violation of state or federal law, they may file a discrimination complaint with the Office of Equal Employment Opportunity Commission (EEOC) or MTCC's Human Resources Office.