



BOARD POLICIES

DIVISION II. College Employees	POLICY NUMBER 2.01.07
CATEGORY 2.01.07 New Employee Introductory Period	DATE Adopted 8/2019

2.01.07 NEW EMPLOYEE INTRODUCTORY PERIOD

New employees are subject to a six month “introductory period” during which both the employee and the College have the opportunity to evaluate the other to determine if the employee is meeting the expectations of the position and the College is a desirable place of employment, from the employee’s perspective.

At the beginning of employment, each new employee should be certain they fully understand the nature of their job and the duties, expectations and responsibilities. Accordingly, each employee will receive a job description for their position that includes information about the same. If any aspect of the job is unclear, employees are encouraged to ask questions and seek clarification from their supervisor or the Human Resources Department.

All new and rehired employees shall be subject to a 90 calendar day, or such other time period specified in the collective bargaining agreement, if applicable, new hire evaluation.

At the end of the first 90 calendar days of employment, each employee should receive a performance evaluation from their supervisor. The employee may also receive periodic feedback and reviews before and/or after this time period. The employee is subject to termination for any reason at any time during the six month introductory period.

After the six month introductory period, employment may continue, the employee may terminate employment, the College may terminate employment, or the introductory period may be extended for an additional 30 calendar day period of time, at the discretion of the supervisor.