

EMPLOYMENT PROBATION PROCEDURES

- A. If an employee's supervisor and/or the administrative officer determine that an employee's overall behavior or performance is below College standards, the employee may be placed on employment probation. 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. Employment probation is generally for a period not to exceed one year. The primary basis for determining employment probation shall be the College's Positive Discipline Procedures (Code 2115.a) and/or the Employee Performance Review procedures (4045.a). Under the Positive Discipline Procedures an employee with a level 2 or higher offense may be placed on employment probation. Under the Employee Performance Review procedures an employee who fails to show satisfactory improvement while under a performance improvement plan may be placed on employment probation. Failure to make satisfactory improvement during the employment probation period may result in a recommendation to terminate employment. If the employee has made improvement, but his/her behavior or performance is still unsatisfactory, the administrative officer and supervisor may extend such probationary period for a time not to exceed one additional year; at the end of which time the employee shall either be removed from employment probation or be terminated.
- B. Guidelines for Employment Probation: The immediate supervisor or administrative officer shall provide the employee with a Notice of Employment Probation form stating 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. The form shall be dated and signed. A copy will be retained in the employee's personnel file in the Human Resources Office for a period of two years. The Human Resources Office shall remove the form from the employee's personnel file at the end of the twenty-four month period and provide a written notification to the employee to confirm the inactive status of the probation.
- C. 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 on a monthly basis to monitor the employee's progress.
- D. The College reserves and maintains the absolute right to terminate an employee. Employment Probation shall not be a prerequisite for the College to exercise its right to terminate an employee for just cause. The President shall be informed of all action taken under employment probation.

Original policy date: 03/09/06