

# **NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP-7325.0**

**FOR POLICY NUMBER: BP – 7325**

## **EMPLOYMENT PROBATION**

### **1. PROCEDURE SUMMARY STATEMENT**

To establish employment probation protocol.

### **2. DEFINITIONS**

N/A

### **3. PROCEDURE**

- 3.1 If an employee's supervisor and/or the appropriate Vice President or Associate 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 Positive Discipline procedures (AP-7322.0) and/or the Employee Performance Review procedures (AP-7315.0).
- 3.4 Under the Positive Discipline procedures (AP-7322.0) 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 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 or Associate Vice President 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.

- 3.9 The immediate supervisor and/ or the appropriate Vice President or Associate Vice President shall provide the employee with a Notice of Employment Probation form, which is available by visiting the employee resources and general forms page on the College Human Resources SharePoint site. The notice 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 form 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:** 05/23/2018

**EFFECTIVE DATE:** 05/23/2018

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

**PRIOR POLICY/PROCEDURE NUMBER:** 4104.a

**SCHEDULE FOR REVIEW:** 2023

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

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

**PROCEDURE KEY WORDS:** employment probation