

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
	NEW POSITION PROBATIONARY PERIOD – CAREER EMPLOYEES	03-1102	1 OF 1
	<b>BASED ON BOARD OF TRUSTEES’ RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-3.1 Authority to Hire	April 27, 2022		

**Purpose**

The purpose of this procedure is to outline the new position probationary period processes to be followed for newly hired full-time and regular part-time career personnel.

**Procedure**

A. New Employees:

1. A new employee is defined as a person who has never been employed by the College prior to their assignment or one who has had a break in service from the College.
2. The supervising administrator is responsible for ensuring that the career employee is provided with appropriate orientation to the College and on-the-job training during the new position probationary period.
3. Newly hired full-time and regular part-time career employees shall be in a probationary period for not less than one (1) year. This probation period shall not create an expectation of continued employment. The employee shall receive a performance review prior to their twelve (12) month probationary period ending. A supervising administrator may perform additional performance reviews if deemed necessary. If the supervising administrator determines that an employee should be released from employment during the new position probationary period, the supervisor shall consult with the Chief Human Resource Officer (CHRO), or designee.
4. In extraordinary circumstances, the probationary period may be extended for up to three (3) additional months by the CHRO as the College President’s designee, upon the written request of the supervising administrator and/or the appropriate Vice President. The written request for an extension must come before the end of the one (1) year probationary period.
5. The College may discontinue employment without giving a reason during the probationary period upon five (5) days written notice to the employee. This decision is not subject to appeal or grievance.

REFERENCES: F.S. 1001.64, 1001.65, 1012.855

Adopted Date: November 2, 1987

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