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New Employee Classifications, Appraisals, Orientation, and Mentoring	02-0107	1 of 3
Date Adopted	Approved By President:	Date:
06-13-03 (AC)		

1. PURPOSE:

The purpose of this section is to outline the procedures for introducing and evaluating new employees of Wayne Community College.

20. PROCEDURE:

New Employee Appraisal

- a) Non-Contract Employees - Maintenance, Security, Clerical, and Technical Paraprofessional.
 - All employees of Wayne Community College who have not signed a contract of employment are employees at will.
 - Initial Appraisal Procedure - Each new employee in this category is considered to be in a Probationary Appointment for the first 90 days of employment. Each employee shall be advised verbally and written of his/her performance at the end of the first 30 days of employment. A second advisement, both verbal and written, should again occur at the end of the first 60 days of employment. At the end of the first 90 days of employment, the third and last probationary appraisal should be completed. This appraisal should be discussed completely between the supervisor and the employee. When the written appraisal is completed, it is to be forwarded to the appropriate vice president responsible for the administrative review and filed. For employees in the Office of the President, the written appraisal is to be reviewed and filed by the president. During the 90-day period either the new employee or the College can terminate the employment agreement. After the initial 90-day period, should it be necessary to terminate a non-contract employee for reasons other than cause, a two-weeks' notice will be given.

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- Annual Appraisal Procedure - For employees in this classification who are not in a probationary period, a formal appraisal must occur at least once annually.
- b. Contract Employees - Faculty, Administration, and other Professionals
- Initial Appraisal Procedure - Each new employee in this category is considered to be on a Probationary Appointment for the first nine months of employment. The new employee is to be appraised by the immediate supervisor at the end of the first, second, and third quarters of employment. The written appraisal should be discussed completely between the employee and the supervisor. The written appraisal should be dated, signed by both parties and the original forwarded to the appropriate vice president for review and filing. A copy will be given to the employee being appraised.

At any time prior to the end of the third quarter, either the employee or the College can terminate the employment agreement without cause. Should it become necessary to terminate any employee in this classification during a probationary period for reasons other than for cause, a 60-day notice will be given.
 - Annual Appraisal Procedure - For employees in this classification who are not in a probationary period, a formal appraisal must occur at least once annually.

New Employee Orientation

- a) New employee orientation is conducted in January and August of each year. Employees hired after January 15th will be required to attend the August orientation while those employees hired after August 15th will be required to attend the January session.
- b) All full-time and continuing part-time employees (i.e., faculty and staff) are required to attend the fall semester orientation held in August.

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Mentoring Program

In the event there is an extended period between the employee hire date and scheduled orientation, the employees' mentor will be responsible for reviewing the following orientation items with the new employee:

- Tour of Campus
- Review of Benefit Sheet
- Review of Purpose Statement
- Review Organizational Chart
- Review of College Procedures Manual
- Telephone/Computer Access
- Assist in obtaining necessary keys
- Assist in obtaining college ID
- Assist in collecting and returning payroll forms to the Payroll Clerk