

SECTION TITLE	NUMBER	PAGE
Unsatisfactory Performance/ Probationary Status	02-0402	1 of 1
DATE ADOPTED	APPROVED BY	
05-25-93 (BT)	President/Date	

1. PURPOSE:

The purpose of this section is to define the policy on unsatisfactory performance/probationary status.

2. PROCEDURE:

A. Any employee receiving an unsatisfactory performance appraisal may be placed on probationary employment status (hereafter called probation). An employee also may be placed on probation for any of the causes for dismissal as set forth in the section "Dismissal or Suspension."

B. Employees may be placed on probation by the president of the College for not less than a three-month period nor more than a twelve-month period. Employees placed on probation for a three-month period will be evaluated each 30-day period; employees placed on probation for more than a three-month period will be evaluated at least each 60-day period.

C. At the end of the probation period, the president may remove the probationary status, continue the probationary status, or terminate the employee for failure to comply with the conditions of his/her probation.