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## Purpose

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


## Procedure

### A. New Employees:

1. 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.
2. New full-time and regular part-time career employees shall be in a new position 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 written evaluation at six (6) months. A supervising administrator may perform additional performance evaluations 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.
3. In extraordinary circumstances, the new position 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.
4. The College may discontinue employment without giving reason during the probationary period upon five (5) days written notice.
5. The CHRO, or designee, will notify the supervising administrator of the six (6) month evaluation due date and the end of the probationary period(s).

### B. Continuing Employees:

1. Full-time and regular part-time employees who move to a new career position within the College requiring different or enhanced skills, will serve a six (6) month new position review period with no loss of due process rights as identified in APM 02-1701 “Due Process for Career Personnel”. The employee shall receive a written evaluation at the end of six (6) months. A supervising administrator may perform additional performance evaluations if deemed necessary.

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2. In extraordinary circumstances, the new position review 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. At the end of the extension period, the employee shall receive a written evaluation.
  
3. The CHRO, or designee, will notify the supervising administrator of the six (6) month evaluation due date and the end of the probationary period(s).

REFERENCES: F.S. 1001.64, 1001.65, 1012.855

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