PROCEDURE NO. 5090

TITLE: PROBATIONARY PERFORMANCE AND REVIEW SYSTEM

BASED ON POLICY: 5.09 PROBATION

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/HUMAN RESOURCES

I. Purpose:

To establish a system for ensuring that probationary employees are properly reviewed by their immediate supervisors prior to the completion of their probationary periods

II. Procedure:

A. The Office of Human Resources will notify the immediate supervisor once an employee has been in probationary status for approximately 60 days.

B. A copy of the Employee Probationary Review form will be sent to the immediate supervisor of the employee.

1. The immediate supervisor shall return the completed and approved form to the Office of Human Resources before the date indicated on the bottom of the form.

2. The date indicated on the form will be the 90th day from the beginning date of employment at the College.

HISTORY: Last Revised: 11/5/19

Adopted: 8/1/89
Reviewed: -
Revised: 12/4/01, 6/1/05, 11/5/19