

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. It is created in Word and is in read-only format. The file can be opened, reviewed and/or printed for reference. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

Policy on Provisional Appointments

Policy 7.1.1
BOT 4/17/12

Policy Statement

All Rhodes State College employees are required to serve the first 90 calendar days of employment at the College on a provisional basis.

An employee whose performance or conduct is unsatisfactory during their provisional period will be terminated. In the event the College intends to terminate the employee during their provisional period, the College will provide the employee written notice prior to the end of their provisional period. Termination of the employee during their provisional period is effective the day the College provides written notice.

An employee terminated during their provisional period cannot appeal the termination decision. In addition, the employee is not entitled to any of the protections provided for in Policy 5.5 – Disciplinary Action and Due Process.

An employee in his or her provisional period should be evaluated at least once prior to the completion of the provisional period.

Supervisors or other appropriate College personnel responsible for performing supervisory functions must contact the Director of Human resources to coordinate the appropriate procedural steps to be taken prior to imposing any discipline on employees for performance or other issues, including but not limited to actions taken under this policy.

Additional information and assistance is available by contacting the Director of Human Resources.