

Probationary Period, 2.13
Chapter 2: Personnel

Responsible Office: Human Resources**Applies to:** Faculty and Staff**Approved:** 09/22/2022

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

Guidelines:**I. Definitions:**

- a. **Employee:** All faculty and staff members who are hired into a regular, annual renewable appointment (including grant funded).
- b. **Supervisor:** Direct supervisor of new employee or appropriate College personnel responsible for performing supervisory functions.
- c. **Probationary Period:** First 90 days of employment where supervisor assesses if new employee can successfully perform the essential functions for the position.

II. Probationary Evaluation

Prior to the end of the 90-day probationary period, the supervisor will assess employees using the tools developed and provided by the Office of Human Resources.

III. Removal During Probationary Period:

If at any time during the 90-day probationary period the supervisor determines that the employee cannot successfully perform the essential functions of the position, the supervisor is required to work with the Office of Human Resources to determine the appropriate course of action prior to the end of the probationary period. An employee whose performance or conduct is unsatisfactory at any time during their probationary period will either have their 90-day probationary period extended or employment with the College terminated. In the event the College intends to terminate the employee at any time during their probationary period, the College will provide the employee written notice prior to the end of their probationary period. Termination of the employee during their probationary period is effective the day the College provides written notice.

An employee terminated during their probationary 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](#).

Related Policies or Procedures:

[Disciplinary Action and Due Process Policy 5.5](#)

Compliance References: N/A

History:

	Date:	Reason:
Issued:	09/22/2022	Replaces Provisional Appointments 7.1.1 approved on 4/17/2012
Revised:	MM/DD/YY	

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering 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.