

SECTION: Human Resources

NUMBER: A-001-02-0011

AREA: Employment

DATE: 6/1/2018

SUBJECT: Probationary Period

REVIEWED: 12/13/2022

I. PURPOSE

New and rehired non-faculty employees will be on probation until they have completed six months' service with the institution. Such probationary employees are entitled to use the grievance procedure, but during their probationary periods, they may be discharged or terminated at the discretion of the institution.

II. POLICY

A. The new and rehired employee probationary period is designed to provide a consistent and equitable method of handling new employees' performance and other job-related problems and minimizing their negative effects on the employee and the institution.

B. All full-time and part-time staff employees are subject to this policy.

C. The probation period is the first six months of employment at Rocky Mountain College. If the employer does not feel it has had an adequate opportunity to review the employee's performance or the employee suffers an on-the-job injury and is out of work for a period of time, the company may extend a PROBATIONARY period. If Rocky Mountain College determines that the designated PROBATIONARY period does not allow sufficient time to thoroughly evaluate the employee, the PROBATIONARY period may be extended for a specified period, not to exceed an additional 90 days.

D. During the PROBATIONARY period, new and rehired employees are eligible for the benefits required by law, such as workers' compensation insurance and Social Security. Employees may be eligible for other company provided benefits, subject to the terms and conditions of each benefit program. Employees shall be informed of the details of specific benefits program. Employees shall be informed of the details of specific benefits programs, as the employees become eligible.

E. The supervisor will consult with the Human Resource Department before making a decision about anyone's continued employment.

F. The probationary period applies only to the initial employment with the institution. Therefore, employees who meet the initial six month probationary period and transfer to another department are considered to have met the probationary

requirements. If unsatisfactory performance is demonstrated in the position the employee is transferred to, the defined discipline/dismissal policy must be followed.

G. All employees, upon completing their probationary period, will receive a six month performance evaluation which will be placed in the employee's personnel file.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees