



College Personnel – Personnel General	2.13
2.13.11.03 Probationary Period	<i>Adopted: October 12, 2010</i>
	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

Those employees not covered by a collective bargaining agreement will have the following specified probationary period. All new employees shall be considered probationary employees until they have completed a probationary period of one (1) year. During the one (1) year probationary period, a formal written evaluation of the employee by the immediate supervisor is required. A copy of the evaluation will be given to and discussed with the probationary employee, who will be afforded the opportunity to respond, either verbally or in writing, as to the content of the evaluation. The evaluation will then be forwarded to the Director of Human Resources and President or appropriate Senior Leadership Team member for inclusion in the personnel file.

This policy will be administered consistent with the College’s collective bargaining agreement obligations where applicable.