

INTERNAL POLICY AND PROCEDURE

POLICY No. BAA-L06

TITLE: Probationary Period for Non-permanent Classified Employees

EFFECTIVE DATE: August 11, 2008

CANCELLATION: None

DIVISION: BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

CATEGORY: Human Resources (Civil Service Employment)

RESPONSIBLE

DEPARTMENT: Human Resources (L)

PROCEDURES & SPECIFIC INFORMATION

1. Purpose

The purpose of this policy is to establish the probationary period that non-permanent classified employees must serve to attain eligibility for permanent employee status.

2. Scope and Authority

This procedure applies to all non-permanent classified employees at the College.

3. Background

In accordance with <u>Civil Service Rule 9.1</u>, "the probationary period shall be an essential part of the examination process and shall be utilized for the most effective adjustment of a new employee and for the elimination of any probationary employees whose performance does not meet the required standard of work." An employee attains permanent status only upon certification by the appointing authority that the employee has met the required standard of work.

It is the policy of Delgado Community College to make full and proper use of the probationary period to ensure that all classified employees granted permanent status have merited that status by fully adequate performance of their assigned duties. This practice guards against the possibility of granting permanent status to an employee who cannot perform functions of the position.

4. Application of Probationary Period

Effective August 11, 2008, the College has established a minimum of two 6-month probationary periods that new nonpermanent classified employees must serve to attain permanent employee status. Upon completion of the two 6-month probationary periods and certification by the appointing authority that the employee has met the required standard of work, the employee is qualified for permanent status.

If an employee's performance during the probationary period is not fully satisfactory, the appointing authority may (1) continue the employee's probationary period for a period no longer than 2 additional 6-month periods, or (2) remove the employee from the position.

Approval: Signature 7/29/08

A. C. Eagan, III

Vice Chancellor for Business and Administrative Affairs

Reference: Civil Service Rule 9.1, "Probationary Period"

Delgado Policy and Procedures Memorandum BA-2130.1, "Civil Service

Appointing Authority, Certification and Internal Control"

Review Process:

Assistant Vice Chancellor, Human Resources 7/24/08
Business & Administrative Affairs Council Electronic Review 7/29/08
Vice Chancellor for Business & Administrative Affairs 7/29/08