



**INTERNAL POLICY AND PROCEDURE**

**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 [Civil Service Rule 9.1](#), “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.

