



INTERNAL POLICY AND PROCEDURE

TITLE: Probationary Period for Non-permanent Classified Employees

EFFECTIVE DATE: June 3, 2013

CANCELLATION: BAA-L06, Probationary Period for Non-permanent Classified Employees (8/11/08)

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.

4. Application of Probationary Period

For classified employees hired on or after June 3, 2013, the College has established a minimum of one 6-month probationary period that new nonpermanent classified employees must serve to attain permanent employee status. Upon completion of the 6-month probationary period 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 one additional 6-month period at a time (not to exceed three additional 6-month periods or a total 24-month probationary period); or (2) remove the employee from the position in accordance with the provisions.

5. Permanent Action Following Probationary Period

In accordance with Civil Service Rule 9.2, [Permanent Appointment Action Following Probationary Period](#), “permanent appointment of a probationary employee shall begin upon certification by the appointing authority that the employee has met the required standard of work during the probationary period.”

Approved: Vice Chancellor for Business and Administrative Affairs 6/19/13

Reference: Civil Service Rule 9.1, [“Probationary Period”](#)
Civil Service Rule 9.2, [“Permanent Appointment Action Following Probationary Period”](#)
Delgado Policy and Procedures Memorandum BA-2130.1, [“Civil Service Appointing Authority, Certification and Internal Control”](#)

Review Process:
Ad Hoc Committee on Classified Probationary Period Policy 6/4/13
Business & Administrative Affairs Council 6/12/13
Vice Chancellor for Business & Administrative Affairs 6/19/13