



INTERNAL POLICY AND PROCEDURE

TITLE: Probationary Period for Non-permanent Classified Employees

EFFECTIVE DATE: April 8, 2022

CANCELLATION: BAA-L06, Probationary Period for Non-permanent Classified Employees (6/3/13)

DIVISION: Human Resources

CATEGORY: 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 full- and part-time 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**

The College has established a *minimum* 12-month probationary period from the effective date of appointment that new nonpermanent classified employees must serve to attain permanent employee status. Upon completion of the minimum 12-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. However, if the supervisor deems an extended probationary period is advisable, written justification must be submitted to the appointing authority at least ten (10) business days prior to the end of the employee’s probationary period. With proper justification, the appointing authority may approve an extension of the employee’s probationary period to no more than 24 months as per [Civil Service Rule 9.1](#).

If an employee’s performance during the probationary period is not fully satisfactory, the appointing authority may 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.”

Policy Reference:

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

Review Process:

- Ad Hoc Committee on Classified Probationary Period Policy 3/10/2022
- Chief Human Resources Officer 1/10/2022

Approval:

College Chancellor 4/8/2022