

# MANUAL OF POLICY

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**POLICY NUMBER:** II-14 **PAGE** 1 of 2

**POLICY TITLE:** Full-Time Professional Exempt Non-Contractual and Support Non-Exempt Personnel: Probation and Dismissal

**LEGAL AUTHORITY:** FLORIDA STATUTE 1001.64; COBRA

**DATE OF LAST REVIEW:** 9/29/2005, 6/19/2007 and 7/21/2009

**DATE OF BOARD ACTION:** 7/1/1968, 9/6/1972, 9/21/1999, 10/23/2001, 6/24/2003, 9/29/2005, 6/19/2007 and 7/21/2009

## **A. INITIAL PROBATION**

1. Professional exempt non-contractual and support non-exempt personnel shall serve an initial 90-day probationary period from the date of initial employment. Prior to the end of this probationary period, the supervisor must evaluate the employee and must make specific recommendation to the Vice Provost of Human Resources, or designee for the continuation of employment beyond the probationary period, termination of employment, or extension of the probationary period. The initial probationary period may be extended an additional 90 days upon approval of the area head. Any additional probationary period (beyond the initial 90 days) shall not affect an employee's eligibility for benefits programs for which the employee has otherwise qualified. Probation is measured in calendar days and is suspended during official College closings. Full-time employees serve one 90-day probationary period.
2. Professional exempt non-contractual and support non-exempt employees may not use flexible holidays during the initial 90-day probationary period.

## **B. PROBATION FOR CAUSE**

1. The College generally follows a program of progressive discipline for full-time professional exempt non-contractual and support non-exempt employees, once the employee has successfully completed the initial 90-day probationary period. Depending on the severity of the infraction, this program may include counseling, written reprimand, probation, suspension and ultimately termination for cause. Notwithstanding that the College generally utilizes a program of progressive discipline, more serious disciplinary action up to and including termination may be used on first occurrence.
2. Professional exempt non-contractual and support non-exempt employees who have completed their initial 90-day probationary period and who are not being recommended for continuation or extension of the 90-day probationary period may be given two weeks prior notice of dismissal except in those cases where, in the judgment of the College President or designee, circumstances warrant immediate dismissal.

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3. At any time during employment, a professional exempt non-contractual or a support non-exempt employee may be placed on probation for a specified period of time not to exceed 180 calendar days due to unsatisfactory conduct or service, upon the written approval of the campus/district area head.
4. Representative examples of unsatisfactory conduct or service appear in College Procedure 2410: Performance Standards and Appeal Procedure for All Professional Exempt Contractual and Support Employees.
5. The area head must obtain the written approval of the Vice Provost of Human Resources or designee, before implementing any recommendation(s) for extension of the initial 90-day probation, any subsequent probation, or for the suspension or termination of any professional exempt non-contractual or support non-exempt employee.

See College Procedure 2124: Probationary Period for Professional Exempt Non-Contractual and Support Non-Exempt Personnel.

	7/21/09
<b>CHAIRMAN</b>	<b>DATE</b>