

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2124

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**PROCEDURE TITLE:** Probationary Period for Professional Exempt Non-Contractual and Support Non-Exempt Personnel

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** II-14 Full-Time Professional Exempt Non-Contractual and Support Non-Exempt Personnel: Probation and Dismissal

**EFFECTIVE DATE:** March 28, 1978

**LAST REVISION DATE:** March 8, 2005

**LAST REVIEW DATE:** March 8, 2005

## **I. PURPOSE**

To advise supervisors that newly employed professional exempt non-contractual and support non-exempt personnel are required to serve a probationary period; and that any time during employment, a fulltime professional exempt non-contractual and a full-time support non-exempt employee may be placed in a probationary status.

## **II. PROCEDURE**

A. All full-time professional exempt non-contractual and support non-exempt employees are subject to a probationary period of 90 calendar days. Prior to the end of this period the employee must be evaluated by the supervisor. Probationary evaluations shall contain a specific recommendation for either continued employment, extension of the probationary period or termination (Procedure 2352).

A Campus President, Vice Provost or designee may, with the approval of the Vice Provost for Human Resources or designee, extend the probationary period in 30 calendar day increments, not to exceed 90 additional calendar days. Extensions may be granted under the following circumstances:


- when there has been a change of supervisors;
- when the employee has transferred at his/her
- request to another area;
- when extenuating circumstances, beyond the control of the employee, have affected job performance.

B. The supervisor, with approval of the Campus President, Vice Provost or designee and the Vice Provost for Human Resources or designee, and, if appropriate, after progressive disciplinary measures, may place a full-time professional exempt non-contractual and a full-time support non-exempt employee in a probationary status at any time during the employment period, not to exceed 30 calendar days. This action may result from an act or condition that is considered detrimental to the effective operation of the institution, including but not limited to:

1. Unauthorized absence or excessive tardiness
2. Evidence of incompetence
3. Inability to work with co-workers
4. Insubordination
5. Misuse of equipment
6. Safety violations

Under conditions where the employee has demonstrated some improvement but has not met the full expectations of the supervisor, the employee's probationary status may be extended an additional 30 calendar days with the approval of the Vice Provost of Human Resources or designee.

C. The employee shall be notified in writing that he/she is being placed in a probationary status in consultation with the Director of Employee Relations for a specified period of time. Notification shall state reason for probation and shall include employee counseling (at least once midway through the period) to assist and advise the employee of his/her progress or lack progress. A copy of the notification shall be forwarded to the Vice Provost for Human Resources or designee for placement in the official personnel file.

	
	3/8/05
<b>PRESIDENT</b>	<b>DATE</b>