

MANUAL OF PROCEDURE

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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 9, 2010, July 9, 2013, March 11, 2014, June 9, 2016

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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 full-time professional exempt non-contractual and a full-time support non-exempt employee may be placed in a probationary status.


II. PROCEDURE

A. Employees hired into full-time professional exempt non-contractual and support non-exempt positions are subject to an initial probationary period of 90 calendar days. At least 10 work 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, Area Head or designee may, with the approval of the Vice Provost for Human Resources or designee, extend the initial probationary period in 30 calendar day increments, not to exceed 90 additional calendar days for a total of no more than 180 calendar days. Extensions may be granted under the following circumstances:

- when there has been a change of supervisor;
- when extenuating circumstances, beyond the control of the employee, have affected job performance.

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

	
PRESIDENT	6/09/2016
	DATE