

Section: GENERAL INFORMATION  
Subject: Probationary Period  
Number: HR 3215

1. Institutional Regulations

All newly hired employees must satisfactorily complete the required probationary period in order to continue their employment with the College. The probationary period may not be extended, except for employees with continuing contracts.

II. Procedure

A. Required Probationary Period

1. Support Staff - 180 calendar days
2. Confidential Clerical employees - 180 calendar days
3. IES Administrative Support – 180 calendar days
4. Trail Point Support – 180 calendar days
5. Administrative/Professional employees with employment agreements - 1 year
6. Administrative/Professional employees with continuing contracts - 2 years with a third year extension, if mutually agreed to by the supervisor and the employee.
7. Faculty employees with continuing contracts - 3 years with a fourth year extension, if mutually agreed to by the supervisor and employee. Exception: Employee shall serve only a 1-year probationary period if s/he has successfully completed a prior probationary period with another accredited Iowa college.

B. If an employee has completed his/her original probationary period, an additional probationary period shall not be required, except as noted below, following a promotion, transfer, demotion, reassignment or other job duty change.

1. If the employee's original probationary period has not been completed at the time of the change, it shall be continued in the new or changed position.
2. A new probationary period shall be required in the following situations:
  - a. Employee moves from a nonfaculty to a faculty position;
  - b. Employee moves from a Support Staff, Confidential Clerical, IES Administrative Support, or Trail Point Support to an Administrative/Professional position.

C. Leave During the Probationary Period

1. Support Staff, Confidential Clerical, IES Administrative Support and Trail Point Support employees shall accrue leave during their probationary period but may not use it until 90 calendar days of the probationary period have been completed, except for personal Sick Leave, Bereavement Leave for immediate family members, and Holiday Leave. These leaves may be used before 90 calendar days of the probationary period have been completed.
2. All other employees may use leave during their probationary period.

D. For Support Staff, Confidential Clerical, IES Administrative Support, and Trail Point Support employees, a performance evaluation must be conducted by the employee's immediate supervisor and filed with Human Resources by the end of the probationary period.

APPROVED:

  
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Executive Director, Human Resources

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November 1, 2008  
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