PROCEDURE

<table>
<thead>
<tr>
<th>Subject</th>
<th>Probationary Period – Career Employees</th>
<th>Number: 2.06.02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source</td>
<td>Office of Human Resources</td>
<td>Reference (Rule #) 6HX14.2.06</td>
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<tr>
<td>President’s Approval/Date:</td>
<td>7-1-09</td>
<td>[Signature] Lars A. Hafner</td>
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</tbody>
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I. PURPOSE

To provide a guide for evaluating career employees during their probationary period.

II. PROCEDURE

1. PROBATIONARY PERIOD

   A. Each career employee appointed to a budgeted position shall be placed on probation for the first three (3) months of employment. Temporary employees are not included.

   B. Career employees on probation may be dismissed without formal discipline processes, as defined in SCF Procedure 2.53.01, following a recommendation of the supervisor and approval of the area Vice President and Director of Human Resources or designee.

2. RECOMMENDATION FOR NON-PROBATIONARY STATUS

   A. On each of the three monthly anniversaries of the career employee’s appointment to a position in a probationary status the supervisor will complete and forward to Human Resources a progress evaluation. The first and second will consist of a form letter that indicates satisfactory or unsatisfactory progress. For the third report, the supervisor will complete an “Annual Performance Evaluation for Career Employee” form and will recommend non-probationary status, continuation of probation for an additional 30 days, or dismissal without prejudice.

   B. Prior to extending the probationary period, when it appears an employee is not meeting expectations, the supervisor shall consult with the Assistant Director of Human Resources or the Employment Manager to develop an action plan.

   C. If an additional 30 days is recommended and approved, the supervisor will complete an “Annual Performance Evaluation for Career Employees” form at the end of the period and will recommend non-probationary status or dismissal without prejudice.

State College of Florida, Manatee - Sarasota