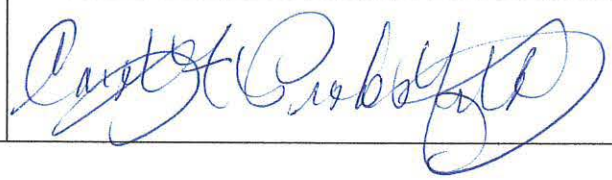
PROCEDURE

Subject	**Career Employees – Probationary Period**	**Number:** 2.06.02
Source	Human Resources	**Reference (Rule #)** 6HX14.2.06
President's Approval/Date	 9/4/13	

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, 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 on the respective probationary period evaluation form. For the third month evaluation, the supervisor will complete the probationary period evaluation form and will recommend non-probationary status, continuation of probation, or dismissal.

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

C. If a continuation of probation is recommended and approved, the supervisor will complete the probationary period evaluation form at the end of the continuation period and will recommend non-probationary status or dismissal.