### **Policy 113: Probationary Period**

### Category: Personnel

Covered Individuals: New Hires and Promoted Employees

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**113.1 Policy**

It is the policy of College of Eastern Idaho to provide a probationary period of employment for individuals who are newly employed and for current employees who accept a new position at the college. During the probationary period, employees may be terminated at any time, regardless of performance.

Completion of the probationary period does not entitle an employee to remain employed by CEI for any definite period of time. Both the employee and CEI are free, at any time, with or without notice and with or without cause, to end the employment relationship.

### **113.2 Procedures**

**Initial Probationary Period**

The initial probationary period is in effect for three months from the effective date of the initial hire. Employees are not eligible for any merit increases during the probationary period. Additionally, full-time employees may not apply for any open positions within the college while in a probationary period. Part-time employees may apply for open full-time positions while in the probationary period.

**Evaluation Prior to Completion of the Probationary Period**

Prior to the end of the first three (3) months of initial employment, managers will evaluate employees to determine if the probationary period has been successfully completed. When a probationary employee has rendered satisfactory service for the required probationary period, the manager shall notify in writing the human resources office and the employee of the acceptance of the employee for permanent status. If the completed initial evaluation is not made available in writing prior to the end of the probationary period, the probationary employee will be designated as successfully completing the probationary period.

The effective date of permanent status will be the first day of the pay period following completion of the required probationary period.

When warranted, managers may extend the probationary period up to an additional three (3) months, with the approval of the vice president of human resources, if it is in the best interests of the college. Requests for extension shall be in writing and shall be issued to the employee as early as possible but no later than one business day prior to the end of the probationary period.

During the probationary period, if performance, conduct, or other issues arise that warrant termination, the manager shall provide a written recommendation for termination to human resources. Human resources will notify the employee in writing of the termination of the employee’s appointment. No advance notice is required for termination during the probationary period. The employee may be given the opportunity to resign without prejudice prior to the completion of the probationary period. Termination of any kind during the probationary period cannot be appealed. Employees who are terminated during the probationary period may be placed in a no-rehire status by the college.

**Promotion Probationary Period**

A promotion is the shift of an employee from one job title/position to another having more responsibility or involving more skill and is, in general, associated with a higher minimum rate of pay.

The promotion probationary period is in effect for three months (520) service hours from the effective date of the promotion. Employees are not eligible for any merit increases during the probationary period. Additionally, employees may not apply for any open positions within the college while in the probationary period.

Prior to the end of the first three (3) months of the promotion period employment, managers will evaluate employees to determine if the probationary period has been successfully completed. When a probationary employee has rendered satisfactory service for the required probationary period, the manager shall notify in writing the human resources office and the employee of the acceptance of the employee for permanent status. If the completed promotion period evaluation is not made available in writing prior to the end of the probationary period, the probationary employee will be designated as successfully completing the probationary period.

The effective date of permanent status will be the first day of the pay period following completion of the required probationary period.

When warranted, managers may extend the probationary period up to an additional three (3) months, with the approval of the vice president of human resources, if it is in the best interests of the college. Requests for extension shall be in writing and shall be issued to the employee as early as possible but no later than one business day prior to the end of the probationary period.

An employee whose performance is unsatisfactory following a promotion may be returned to their former job title/position, however, the employee will not be guaranteed placement. The employee may be retained by the current department for up to 45 days with the current job title/position if placement can’t be arranged sooner.

If performance, conduct, or other issues arise that warrant termination, the manager shall provide a written recommendation for termination to human resources. Human resources will notify the employee in writing of the termination of the employee’s appointment. No advance notice is required for termination during the probationary period. The employee may be given the opportunity to resign without prejudice prior to the completion of the probationary period. Termination of any kind during the probationary period cannot be appealed. Employees who are terminated during the probationary period may be placed in a no-rehire status by the college.