

Lakeland Community College

POLICY TITLE:	PROBATIONARY EMPLOYMENT STATUS FOR EMPLOYEES
POLICY NO:	3354-2-20-06
ORIGINALLY APPROVED DATE:	01/15/98
REVISED DATE:	10/31/25, 03/06/03
EFFECTIVE DATE:	10/31/25
NEXT REVIEW DATE:	10/2030
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

This policy applies to all continuing and non-continuing full-time, partial-year, and part-time administrators, supervisory/professional, and staff employees.

A. Probationary Employment Period Defined

1. A period of time, demarcated by the passage of a specified number of paid months during which the employee's performance of his/her position-specific duties and responsibilities and adherence to general, college-wide and specific departmental standards of conduct are closely observed by the supervisor of record for the purpose of assessing the employee's ability to sustain satisfactory performance beyond the probationary period.
2. Employees who are in a probationary period are not eligible for a remote work option.

B. As an Extension of the Selection Process

1. Length
 - a. The probationary period will be the first six months of an employee's paid employment in a position not previously held.
 - i. If a probationary employee's performance is evaluated as "unsatisfactory" at the conclusion of the probationary period but the supervisor of record determines the employee's performance may improve with additional time or, if due to extenuating circumstances, the supervisor of record needs additional time to evaluate the employee's performance, the initial probationary period may be extended beyond the six months, not to exceed an additional six months.
 - ii. A non-probationary employee who is reassigned to a new position within the college will be required to satisfactorily complete a probationary period of six months except in those cases where the new position is fundamentally similar to the employee's previous position as determined by the Chief Human Resources Officer.
 - iii. Employees in probationary status must complete their probationary status before they are eligible to apply for a transfer. The only

exception would be if the transfer would not change the reporting assignment, i.e., the employee would have the same supervisor.

2. Performance Evaluation During the Probationary Period
 - a. A formal, written performance evaluation will be prepared by the supervisor of record and presented to the probationary-status employee as follows:
 - i. Administrators and supervisory/professional employees: a minimum of two times, at three months and at the six-month point of the probationary period.
 - ii. Staff employees: a minimum of three times, or every two months, within the six-month probationary period.
 - b. Employees can be terminated at any time during the probationary period based on a formal, written performance evaluation and recommendation from the unit administrator, Chief Human Resources Officer, and the President of the College.
3. Upon Completion of the Probationary Period
 - a. The supervisor of record shall complete a formal, written performance evaluation and recommend one of the following: (1) employment status changed to non-probationary; (2) termination; or (3) extension of the probationary period in accordance with B(1)(a)(i) of this policy.

C. As an Extension of the Performance Evaluation Process

1. Length
 - a. A non-probationary status employee whose performance has been rated “Does not meet performance expectations” (unsatisfactory) may, with the prior approval of the unit administrator and Vice President, and notification to the Chief Human Resources Officer, be returned to probationary status for a minimum of two months, but no more than six months.
2. Appeal of the Return to Probationary Status
 - a. An employee evaluated as “Does not meet performance expectations” (unsatisfactory) and returned to probationary status may appeal the validity of the evaluation rating and the subsequent action, in accordance with established procedure.
3. Upon Completion of the Probationary Period
 - a. Upon completion of the probationary period, the supervisor of record will evaluate the employee’s performance and recommend one of the following actions: (1) termination or (2) return of the employee to non-probationary status.
 - i. Recommendations for termination must be approved in advance by the unit administrator, Chief Human Resources Officer, and the President.