

**TEXAS STATE TECHNICAL COLLEGE SYSTEM
SYSTEM OPERATING STANDARD**

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| No. HR 2.2.7 | Page 1 of 4 | Effective Date: 05/14/94 |
| DIVISION: | Human Resources | |
| SUBJECT: | Employee Probationary Periods | |
| AUTHORITY: | Minute Order #58-94 | |
| SUBMITTED BY: | <i>Original Signed by Arthur Douglas</i> | |
| TITLE: | Director of Human Resources | Date: 05/14/94 |
| APPROVED BY: | <i>Original Signed by Cecil L. Groves</i> | |
| TITLE: | Chancellor | Date: 05/14/94 |

STATUS: Approved 05/14/94

HISTORICAL STATUS: Approved by MC 05/12/94
Revised 04/29/94
Approved BOR MO #20-71
Revised BOR # 27-81

POLICY

It is the policy of Texas State Technical College that new exempt administrative, executive, professional employees and classified non-exempt employees will serve a probationary period of six months; and that new members of the faculty will serve a probationary period of twelve months.

PERTINENT INFORMATION

Texas State Technical College provides a probationary period for new employees in all positions. This period allows time for adjustment on the job and an opportunity to determine whether it will be in the best interests of the employee and the employer for the employment relationship to continue.

During the probationary period, the supervisor has an opportunity to determine if the employee has the skills and abilities necessary to perform the duties required in the new position and the new employee may assess whether he/she wants to continue working in the position. In addition, it can be a time of supportive action toward the employee as training needs are identified and the training process implemented.

A probationary employee may address a grievance pursuant to the procedure provided for the informal resolution of problems established for Discipline, Dismissal and Grievances of Employees. Satisfactory completion of the probationary period does not constitute an agreement of continuing employment for an unlimited period of time.

DELEGATION OF AUTHORITY

The Chancellor and Presidents are delegated the authority for compliance and implementation of this System Operating Standard.

OPERATING REQUIREMENTS

All appointments to non-faculty positions at Texas State Technical College are considered probationary for the first six months of actual work. Faculty appointments are considered probationary for the first twelve months of actual work. New full-time faculty appointees must successfully complete appropriate initial training required during the probationary period.

Employees who are on leave without pay during their probationary period will have the probationary period extended by the amount of time taken for the leave. Probation begins on the first day at work, whether the employee is temporary or in a budgeted position.

Probationary employees may not transfer or be promoted to another position for at least four months in concert with a satisfactory performance appraisal. Exceptions to the four-month restriction may be granted by the head of department on a case-by-case basis.

If an employee transfers to a different position within the college before the initial probationary period is completed, an additional period of probation may be required. In such circumstances, the new supervisor should prepare a written statement describing an additional probationary period of specified duration, and the employee shall acknowledge this requirement by signing the statement. A copy of this agreement shall be filed in the employee's official personnel file. The full-term of probation for an incoming employee at Texas State Technical College shall not exceed twelve months.

When an employee who has completed a probationary period transfers or is promoted to a new position, a new probationary period, not to exceed three months, may be required if the employee does not have proven efficiency in the knowledge and skills required for the new position. In such situations, the employee and the new supervisor shall agree in writing to the length of the probationary period. A copy of this document shall be placed in the employee's official personnel file.

Performance Appraisal During the Probationary Period

Before the end of the fourth month of the probationary period, the employee's job performance will be evaluated by the supervisor and discussed with the employee. This evaluation should address areas of satisfactory and, if applicable, unsatisfactory performance with specific written guidance as to the means by which performance can be improved. The evaluation will: (1) ensure that the supervisor has taken reasonable steps to inform the employee of what is expected and how it should be done, and (2) provide the employee with ample opportunity to correct any job-related problems before the probation ends.

The performance evaluation will be documented using existing forms or with probationary review

forms available through the Human Resources Department.

Dismissal During the Probationary Period

During the probationary period an employee may be dismissed at the time it is determined that continued employment is not in the best interest of the College or the employee. Dismissal may not be based on: (1) prohibited discrimination because of race, color, religion, sex, age, national origin, veteran status, or physical or mental handicaps not related to the job; (2) retaliation for the lawful exercise of First Amendment rights; or (3) the refusal to commit an unlawful act.

It is the responsibility of the immediate supervisor or the head of department to notify the employee of the dismissal. The same level of approval is required for dismissal as for appointment. Copies of all documents pertaining to the dismissal action will be filed in the employee's official personnel file and shall be made available for review by the employee at reasonable times in the presence of a designated staff member.

METHOD OF APPEAL IF DISCRIMINATION OR RETALIATION IS ALLEGED

Persons who allege that dismissal during the probationary period has occurred for an unlawful reason may have access to Grievance Without a Hearing appeal provisions as established for Discipline, Dismissal and Grievances of Employees.

PERFORMANCE INDICATORS

All new employees at Texas State Technical College meet established standards during the prescribed probationary period.

Performance evaluations are completed in accordance with the prescribed procedure.

Human Resources files contain documents attesting to compliance with prescribed certification requirements.



COLLEGE OPERATING PROCEDURE

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| COLLEGE | | Page 1 of |
| OFFICE OF RESPONSIBILITY: | | |
| APPROVED BY: | | |
| TITLE: | | Date |