

EXTERNALLY FUNDED PERSONNEL

Policy:

Personnel of certain externally funded programs may be employed on a probationary status.

Procedure:

Supervisors will be responsible for initiating termination if an employee's performance is not acceptable. The employee will be given a written notice from the supervisor if probationary termination is necessary.

A probationary period of ninety (90) days will commence for an employee who transfers on a lateral move from the one position to another or is promoted to a higher classified level position or is placed in a lower classification level.

The College may terminate probationary employees without the usual two weeks notice.

All College policies and conditions of employment, except the grievance procedure, will be applicable during the probationary period.

The President of the College is authorized to extend the ninety (90) day probationary period up to one hundred eighty (180) days upon the recommendation of the appropriate Dean and the Vice President for Instruction.