

EXECUTIVE SUMMARY:

Policy 334 Probationary Period for Staff Employees

Date:	August 9, 2024
Sponsor:	Marilyn Meyer
Steward(s):	Drew Burke
Policy Process:	Regular
Policy Action:	Revision
Policy Office Editor:	Click here to enter the name of the Policy Office embedded editor.
Embedded Attorney:	Cathy Jordan

Issues/Concerns (including fiscal, legal, and compliance impact):

The current policy was last updated in 2012, and there are four key areas that need to be revised or added: (1) Currently, there is no policy or procedural guidance when an employee transfers, is promoted, or changes jobs; (2) The procedures for extending the probationary period need to be updated, including the timing, to ensure the process is more fully aligned with our current practice; (3) The policy currently states former employees, when rehired, are not subject to a probationary period; (4) There are other minor changes and updates needed throughout the policy (for example., references, definitions, titles, etc.).

Suggested Changes:

- 1) Remove the references to benefits-eligible employees in various policy sections. Benefits eligibility is not a deciding factor in the successful completion of a new employee's probationary status.
- 2) Include procedural guidance for the benefits transition in cases where the employee will not successfully complete their probationary period.
- 3) Address in policy and procedures (a) the probationary period for former employees when they are rehired and (b) address former employees not being subject to a probationary period upon rehire.
- 4) Update and clarify the procedures for extending a probationary period. This includes straightforward process due dates, employee notification, and better alignment with our current practice.



- 5) Add policy or procedural guidance when an employee is transferred, promoted, or changes jobs to include a shorter probationary period in the new position. All other status and benefits will remain in place, including due process rights.
- 6) Include minor edits and changes needed throughout the policy.

Requested Approval from President's Council: Entrance to Stage 1, regular policy process.

Proposed Drafting Committee: Victoria Lyons, Anthony Garcia, Cathy Jordan, Drew Burke

Target Date for Stage 1 Draft to Enter Stage 2: 9/12/2024

Target Date for Board of Trustees Review: 12/2/2024