

## CCS Administrative Procedure

### 2.10.04 – D Probationary and Trial Service Periods

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#### Implementing Board Policy [2.10.04](#)

Contact: Human Resources

#### 1.0 Probationary/Trial Service Period Objective (summary of Board of Trustees Policy 2.10.04)

The interest of Community Colleges of Spokane and the students it serves is best promoted when we provide the optimum circumstance for the initial learning and orientation of employees appointed to new positions. Probationary and trial service periods provide CCS an opportunity to observe and evaluate an employee's skills, abilities, working subject knowledge and future potential during the critical first months of employment or appointment to a new position. Flexibility in the length of probationary and trial service periods allows for the ability to accommodate various circumstances and provide an employee additional training or mentoring in order to meet the performance expectations of the position.

1.1 Probationary and trial service practices and processes shall comply with federal and state laws, and, where applicable, collective bargaining agreements. This procedure applies to all CCS faculty and staff, except where modified by the respective collective bargaining agreement.

#### 2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

2.1 Trial Service Period: period served by an employee who has attained permanent status in a former position and who has promoted, transferred or demoted to a new position.

2.2 Probationary Period: period served by an individual first employed by CCS, or following a break in service by a former CCS employee, during which the individual is considered to be in an at-will employment status.

2.3 Position Description: a description of an individual position to include listing of assigned duties, responsibilities, competencies, minimum requirements and related job-specific information.

2.4 Non-represented Classified Staff: Those classified employees not covered by the definition of CCS's classified bargaining unit membership.

2.5 Tenure Track: probationary status served by new academic employees as required under [RCW 28B.50](#).

2.6 At-Will: an employee not under contract or otherwise covered by due process statute. An employer can dismiss an at-will employee at any time, at the discretion of the Appointing Authority and for any reason not contrary to public policy.

#### 3.0 Responsibilities

3.1 It is the responsibility of each manager and supervisor to ensure appropriate orientation and training is given to an employee appointed to a new position who is serving a probationary or trial service. Further, each manager and supervisor shall evaluate the probationary and/or trial service period as required by this procedure or applicable collective bargaining agreement.

3.2 It is the responsibility of the employee to meet and strive to exceed the standards established for work accomplishment and conduct, to improve work effectiveness, and to perform at the highest competency levels possible through the probationary or trial service period and throughout his/her employment.

#### **4.0 Probationary Periods by Employment Category**

- 4.1 Executive, administrator and exempt employees shall serve the probationary period described in their individual employment contracts, if any.
- 4.2 Tenure track academic employees shall serve an initial probationary period, also referred to as tenure review period, as outlined by the terms of the applicable Master Contract between the parties.
  - 4.2.1 This initial probationary period may be extended by recommendation of the tenure review committee and action of the Board of Trustees under the terms and conditions of the Master Contract between the parties.
- 4.3 Classified employees shall serve the initial probationary period described within their position description.
  - 4.3.1 The initial probationary period may be extended at the discretion of the supervisor, so long as that extension does not cause the total probationary period to exceed twelve (12) consecutive months.
- 4.4 CCS may separate an individual's employment for any non-discriminatory reason during the probationary period following the applicable process for that employment type. The decision shall not be subject to review or appeal.
- 4.5 All other employees are considered at-will and, except if modified by the provisions of the individual's temporary employment contract, if any, serve at the pleasure of the Appointing Authority.

#### **5.0 Trial Service Periods for Classified Employees**

- 5.1 Classified employees who are promoted, transferred or demoted to a position for which they have not previously attained permanent status, will serve an initial trial service period consistent with the probationary period described in the position description.
  - 5.1.1 The initial trial service period may be extended at the discretion of the supervisor, so long as the extension does not cause the total period to exceed twelve (12) consecutive months.
- 5.2 Non-represented classified employees who do not successfully complete a trial service period may be offered an opportunity to revert to a position district wide that is vacant and for which the employee possesses the required competencies to perform.
  - 5.2.1 If the employee does not revert, then he/she may request in writing to the Chief Administration Officer to be placed on the layoff list for any prior classification for which he/she has previously attained permanent status.
  - 5.2.2 The employee serving a trial service period may voluntarily revert to his/her former position within thirty (30) calendar days after the appointment, provided that the former position has not been filled or an offer made. The employee will serve a new trial service period in the former position unless waived by the immediate supervisor.
- 5.3 Reversion rights related to a failed trial service of a represented classified employee shall be as outlined in the applicable collective bargaining agreement.

#### **6.0 Extension of Probationary/Trial Service Period**

- 6.1 During the probationary/trial period, the responsible evaluator (immediate supervisor or review committee, as applicable to employment type) shall review, examine and monitor the conduct, capacity, efficiency, skill, responsibility, integrity, and effectiveness of a probationary or trial service employee to determine whether the employee is fully qualified for employment in the classification to which appointed.
- 6.2 Probationary/trial period progress reports shall be made on forms provided by the Human Resources Office.

- 6.3 The responsible evaluator may request extension of the probationary/trial period, as follows:
- 6.3.1 Academic employee: by recommendation of the tenure review committee and action of the Board of Trustees, extension may be made for one, two or three additional academic quarters under the terms and conditions of the Master Contract between the parties.
  - 6.3.2 Classified employee: by decision of the immediate supervisor the period can be extended by an additional six (6) months provided the total probationary/trial service period does not exceed twelve (12) months. The extension decision must be communicated to the employee and the Human Resources Office before the end of the original probationary period. The immediate supervisor shall inform the employee of the reasons for the extension.
- 6.4 If performance or conduct issues are found to be below acceptable standards by the responsible evaluator, a recommendation shall be made to the appropriate Appointing Authority to terminate employment. Such terminations are not subject to review or appeal, unless otherwise required by law or collective bargaining agreement.