

**Section:** Probation - New Hire

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**Sponsoring Unit/Department:** Human Resources

## Probation - New Hire

All new non-faculty employees shall serve a probationary period of 6 months (Law Enforcement Officers follow a different probationary process. See Pima College Department of Public Safety policy and procedures manual.) Conversion to regular status is contingent on completion of this period. Any currently employed person who has previously completed a probationary period and moves to a different position within the college is not subject to an additional probation period. An employee in a probationary period may be dismissed at any time for cause without the right to review.

### Initial Hire Probation Process

1. Supervisor and employee meet to discuss the role and expectations of the job within two weeks of the new hire start date
2. Discussion to review progress at mid-point (3 months)
3. Probation review must occur within 6 months after the hire date, determining:
  - regular employment status
  - dismissal from employment
  - request extension of probation from Human Resources

### Dismissal Steps

At any point during the probationary period, the Supervisor can recommend dismissal.

1. Supervisor consults with Human Resources.
2. Human Resources and supervisor reviews basis for proposed dismissal.
3. Supervisor and Human Resources Consultant meet with employee to inform employee of intent to dismiss and receive input from employee, such as additional evidence or circumstances to be considered.
4. Supervisor reviews employee input.
5. Supervisor notifies employee of decision.
6. Supervisor decision is not subject to review.
7. Any employee dismissed for cause is ineligible for rehire.

### Probation Extension

1. The probation period may be extended up to three additional months upon approval by the Chief Human Resources Officer or designee. If extension is approved, the supervisor will issue the employee a written list of expectations.
2. If employee does not successfully meet the expectations they will be dismissed.