



February 15, 2016

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President
SUBJECT: College Policy Update

Item Description

This item requests Board approval for updates to policy 06-05, Probationary Period/Probationary Complaint.

Overview and Background

The College brings forth a request to update Policy 06-05, Probationary Period/Probationary Complaint.

Highlights of Policy 06-05 changes are outlined below:

- Sections A and B - Deleted the two week notice language. Modified to add demotion as a personnel action. Modified to encourage consultation with Human Resources. Modified to address employees that failed to meet conduct standards in addition to their performance.

Past Actions by the Board

The Board previously revised Policy 06-05 on November 22, 2010.

Funding/Financial Implications

None.

Staff Resource

Barbara Wills

Recommended Action

Approve updates to College Policy 06-05, Probationary Period/Probationary Complaint.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Probationary Period/Probationary Complaint	NUMBER: 06-05
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: • Board Policy 03-01:
DATE ADOPTED: 12/1/97; Revised 3/15/99, 1/22/01, 11/26/01, 11/22/10	

A. Managerial Professional/Classified Staff Employees

The first six (6) months of employment are considered probationary. If the employee is in a leave without pay status during the probationary period, the probationary period will be adjusted on a day for day basis.

In addition, an employee will be on a six (6) month probationary period for (1) a promotion or demotion not resulting from reclassification; (2) a lateral transfer requested by the employee.

After consultation with Human Resources, an employee may be terminated ~~with two weeks notice~~ if, ~~after a conference,~~ it is determined that the employee cannot adequately perform the duties of the position or failed to meet conduct standards. ~~Two weeks notice is waived in instances warranting immediate dismissal.~~

B. Contract/Grant Employees

Each contract/grant project director shall designate in writing which positions in that contract/grant require a probationary period. The length of the probationary period and the use of annual leave during probation shall also be at the discretion of the contract/grant project director.

After consultation with Human Resources, an employee may be terminated ~~with two weeks notice~~ if, ~~after a conference,~~ it is determined that the employee cannot adequately perform the duties of the position or meet conduct standards. ~~Two weeks notice is waived in instances warranting immediate dismissal.~~

C. Probationary Employee Complaint

Employees who have not attained permanent status in their present position may report any complaints to the immediate supervisor. If the circumstances of the complaint prevent discussion with either first or next higher level supervisor or if the problem is not resolved within five work days from the first discussion of the complaint with the supervisor, an employee may discuss the problem with the Director of Human Resources.

The Director of Human Resources shall bring the matter to the attention of the appropriate College administrator or department head. A further investigation of the matter shall be made by the appropriate College administrator or department head who shall render a decision.

Probationary employees also have access to the Equity Complaint Procedure in Policy 03-01.

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