

**Cochise College  
District Board Policy**

**Category: All Employee Groups**

**Policy Number: 642**

**Title: Probationary Employees**

An employee hired into a regular, benefited position approved by the governing board, with the exception of the president, is subject to completion of a probationary period. The employee does not have a reasonable expectation of continued employment until the probationary period has been satisfactorily completed.

**Procedure 642.1  
Definitions**

1. **Probation:** The initial period after an employee is hired, rehired, promoted, demoted or transferred during which the employee is being evaluated to determine whether continued employment in a specific position is appropriate.
2. **Probationary Employee:** An employee who is serving a probationary period.
3. **Length of Probationary Period:** Varies depending on the job classification in which the probationary employee is employed.
  - a. Administrative Staff - Twelve months of active employment
  - b. Administrative Support - Twelve months of active employment
  - c. Professional Staff - Twelve months of active employment
  - d. Classified Staff - Twelve months of active employment
  - e. Coaches - Two years of active employment
  - f. Instructional Faculty - Two academic years, or four semesters, depending on the date of hire
  - g. Executives - Twelve months of active employment
  - h. Rehired, promoted, demoted, or transferred employees into any category as described for the individual category
4. **Extension of Probationary Period:** The probationary period may be extended upon request of the supervisor and approval of the appropriate vice president. The probationary period may be extended for a period not to exceed the length of the original probationary period.

**Procedure 642.2  
Evaluation Procedure**

The probationary evaluation process for all probationary employees is found in Policy 644 - Performance Evaluation.

**Procedure 642.3  
Termination of Probationary Employees**

1. With governing board approval, a probationary employee may be terminated at any time within the probationary period without notice and for any or no reason.
2. If the supervisor proposes to recommend termination of a probationary employee, the vice president and if applicable, the dean, shall be consulted and provided the reasons for the recommendation. If approved by the appropriate vice president, the vice president for Human Resources shall review the recommendation and reasoning for such action. If all parties are in agreement, the recommendation shall be presented to the president for consideration. With the president's approval, Human Resources shall work with the supervisor to move the process forward.
3. Human Resources shall meet with the probationary employee to inform him/her of the intent to terminate employment. The supervisor, appropriate vice president, or another manager shall also attend the meeting. Human Resources shall inform the employee of the intent to terminate probationary employment and the date on which the termination shall be effective. The employee shall be placed on a leave of absence without pay pending final approval of the termination by the governing board.
4. Human Resources shall provide a letter to the affected employee confirming the intent to terminate and the date on which the termination shall be presented to the governing board for approval at the time of the meeting. Alternatively, the letter may be sent by certified mail or other appropriate means of certified priority delivery.
5. A probationary employee has no right to appeal or grieve termination unless the alleged basis for the termination involves illegal discrimination or whistle blowing, in which case the provisions of Policy 641 Problem Resolution or Policy 645 Whistle Blowing shall apply.
6. The governing board shall review the recommended termination and take such action as it deems appropriate.
7. The employee shall be provided written notice of the action taken by the governing board.
8. The decision of the governing board shall be final.