

**Grays Harbor College  
Administrative Procedure**

**Subject: Probationary and Trial Service Periods  
All Classified Staff**

**Page 1 of 4**

**Administrative Procedure Number: 653.02  
Date adopted: January 4, 2008**

The interest of Grays Harbor College 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 GHC the 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.

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 GHC classified staff, except where modified by the respective collective bargaining agreement.

**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.

Trial Service Period: probationary 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.

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

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

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

**General Provisions**

Probationary and trial service periods will automatically be extended by time away from work taken as leave without pay (in full day increments). Affected employees will be notified of these extensions via e-mail or hardcopy memorandum from the human resources department.

Prior to the extension of any probationary or trial service appointment, a written performance plan containing performance expectations will be completed addressing specific identified performance /behavior issues.

If, prior to completing a probationary or trial service period, an employee is appointed to another permanent position at the College, the Chief of Human Resources in consultation with the current and hiring supervisors will determine if the time served in the initial appointment may be applied to gaining permanent status in the new position based upon the relatedness of the work.

### **Responsibilities**

It is the responsibility of each manager and supervisor to ensure that each individual appointed to a new position with a probationary or trial service status is given the adequate orientation and training. If the classified employee is a member of the GHC/WPEA collective bargaining unit, the supervisor in accordance with article 3.2 of the master agreement will develop performance expectations for the classified employee within the first 30 days following their probationary or trial service appointment. Further, before the end of the probationary or trial service period, each manager and supervisor shall evaluate the probationary and/or trial service period as required by this procedure or the applicable collective bargaining agreement.

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 by the end of the probationary or trial service period and throughout his/her employment.

### **Probationary Periods for Classified Employees**

Classified employees shall serve the initial probationary period described in their Collective Bargaining Agreement. 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. This extension of the probationary period by the supervisor will be done in conjunction with the Human Resources Office and will be based upon the supervisor's judgment that additional time to review the employee's work is needed to fairly evaluate the employee's work performance. As long as the employee has completed a minimum of six months probationary period, a probationary period may also be terminated early and the employee allowed to gain permanent status in the job classification, if in the judgment of the hiring supervisor, such action is warranted.

GHC, may separate an individual's employment for any non-discriminatory reason during the probationary period, and that decision shall not be subject to review or appeal.

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

Permanent classified employees who are promoted, transferred or demoted to a position for which they have not previously attained permanent status, will be required to serve an initial trial service period of six months or more from the date of hire. The purpose of this period is to review the employee's job performance to ensure that he or she has the requisite skills to successfully perform the full range of the duties for the position.

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. This extension will be based on the supervisor's judgment that the employee would benefit from additional time to learn the skills of the job and the supervisor feels additional time is needed to

fairly evaluate the employee's job performance. As long as the employee has completed a minimum of six months trial service period, a trial service period may also be terminated early and the employee allowed to gain permanent status in the job classification, if in the judgment of the hiring supervisor, such action is warranted

Permanent represented and non-represented classified employees shall have the trial service reversion rights per WAC 357-19-115

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.-

**Extension of Probationary/Trial Service Period**

During the probationary/trial period, the responsible hiring supervisor 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.

Probationary/trial period progress reports for classified staff shall be made on forms provided by the Human Resources Office.

The responsible hiring supervisor may request extension of the probationary/trial period, as follows:

By decision of the immediate supervisor, the trial service period can be extended in 30 day increments up to 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 in writing of the reasons for the extension.

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.

Approved by:

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Dr. Edward Brewster, President

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Date