



AP 7235 Probationary Period

Professional

The probationary period is intended to give professional employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The College also uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the College may end the employment relationship at any time within the probationary period, with or without cause or advance notice, and without appeal. All new and rehired professional employees have a probationary period of twelve (12) months from their first day of hire or rehire, respectively.

In cases of promotions or transfers for professional employees, the probation period is six months unless otherwise specified. The College can extend the duration of the probationary period up to three months if it is determined that such an extension is appropriate. If the promotion or transfer is not successful, the employee may be allowed to return to their former or comparable job, depending on the availability of such position and the College's needs.

Classified

All classified employees are "at-will" and not subject to a probationary period.

Approved: April 21, 2026