Probationary Period Policy

Policy Number	300.09.02	**Custodian**	Human Resources
Approved Date	10/18/2022		
Effective Date	10/18/2022	**Review Date**	October 2022
References: Performance Review Policy; Separation of Employment Policy; Complaint and Grievance Policy; Employee Evaluation Form			

1. Purpose

White Earth Tribal & Community College (WETCC) newly hired or transferred employees serve an initial probationary period of 90 days to evaluate the employer/employee relationship and demonstrate satisfactory job performance.

2. Persons Affected

2.1. Newly hired employees or employees who transferred to a new position.

3. Policy

This policy is to ensure the following:

3.1. Employees serve an initial 90-day probationary period.

3.2. Supervisors may extend the initial probationary period up to 90 days to further assess an employee's job performance. Supervisors use the Employee Evaluation Form to document what an employee needs to improve upon during the extension.

3.3. Results of an initial probationary period may be:

- Successful completion of the probationary period
- Extension of the probationary period
- Termination of employment

3.4. WETCC may terminate at any time employees on probation who fail to demonstrate satisfactory job performance during their probationary period.

3.5. Employees terminated during their probationary period are ineligible to file a grievance.

3.6. Employees on probation do not receive a wage increase for a probationary evaluation.

4. Definitions

4.1. Initial Probationary Period. The first 90-days an employee is hired into or transferred into a new position.

4.2. Employee Evaluation Form. The form used to formally evaluate and document an employee's job performance.

5. Procedures

5.1. Supervisors complete a performance evaluation within ten days of the end of the probationary period to evaluate the employee's performance.

5.2. Supervisors submit a copy of the performance evaluation to Human Resources (HR) to maintain in the employee's personnel file.

Revision History

Rev. Date	Rev. No.	Revision
10/18/2022	300.09.02	New format Update references and purpose