

**BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES  
PERSONNEL POLICIES**

**200 EMPLOYMENT TERMS**

**212 INTRODUCTION PERIOD - HOURLY EMPLOYEES POLICY**

It is the policy of the Bay de Noc Community College Board of Trustees that all new employees and present employees transferred or promoted to a new job are to be placed on introductory status for a period of at least six months. Such employees will be given regular status on the successful completion of the introductory period.

**PROCEDURE:**

- 212.1 The granting of regular employment status does not in any way alter or modify the employment at will relationship between the college and its employees. No representations are to be made to employees, which are not consistent with the at-will nature of employment.
- 212.2 The supervisors are to observe carefully each introductory employee's job performance. Where appropriate, weaknesses in performance, conduct or attitude are to be brought to the employee's attention for correction.
- 212.3 Supervisors are to prepare a written evaluation of the employee's job performance by the end of the first six months of the introductory period. The evaluation is to include a recommendation as to granting the employee regular status. The signed original evaluation form is to be forwarded to Human Resources for inclusion in the employee's personnel file.
- 212.4 Employees will be granted regular status if they satisfactorily complete the introduction period and are recommended for such status by their supervisor. An employee on introductory status may be granted an extension of one to three months introduction if the supervisor feels additional time is warranted in order to achieve satisfactory job performance.
- 212.5 The introductory period will be automatically extended by the number of days an employee is absent and scheduled to work regardless of cause.
- 212.6 The supervisor may recommend that an introductory employee be terminated before the end of the introductory period. Any recommendation for termination should be submitted in writing to the President for review and should include an evaluation and a listing of actions taken to assist the employee. Action to terminate must have the prior approval of the President. New employees terminated during or at the end of the introductory period are not eligible for payment of accumulated annual leave.

- 212.7 New employees, during their introductory period, are not eligible for annual leave benefits until after their introductory period or other special arrangements are made with the supervisor and Business Office. After the completion of the six-month introductory period and upon obtaining regular employee status, the employee is eligible to take annual leave benefits with approval of the supervisor.

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