

**WALLA WALLA COMMUNITY COLLEGE
CLASSIFIED EMPLOYEE PROBATIONARY, TRIAL SERVICE AND
TRANSITIONAL APPOINTMENTS/REVIEWS
ADMINISTRATIVE PROCEDURE 5250**

I. Purpose and Scope

Probationary, trial service and transitional review periods provide the College with an opportunity to observe and assess an employees work and to train and aid the employee in adjusting to the position in order to determine if the employee will be granted permanent status in that position.

II. Applicability

An employee who does not have permanent status must serve a probationary period when appointed to a permanent position.

Permanent employees who promote, transfer, or voluntarily demote to a position for which they have not previously attained permanent status will be required to serve a Trial Service period.

Permanent employees who are elevated to a job class to which they have previously held permanent status may be required to serve a trial service period if they are being elevated to a position which they did not previously hold or if the position they are returning to has substantially changed or the supervisor has changed.

A permanent employee will be required to complete a transition review period when the employee accepts a layoff option to a job classification in which he or she has not held permanent status or has been appointed into a new position from a layoff list.

III. Length of Probationary, Trial Service and Transition Review Periods

Probationary and trial service periods must be from six (6) to twelve (12) months in duration, the length of which will be communicated to the employee at the time of appointment. An employee's qualifications, length of service and/or the job complexities may be used as a basis for determining the length of review period required, and will be determined at the time of appointment.

Transition review periods will be set at six (6) months and may be shortened at the discretion of the College.

IV. Extension of Probationary and Trial Service periods

Probationary and trial service periods may be extended at the discretion of the employing official and the Human Resources Director, as long as the extension does not cause the total period to exceed twelve (12) months. A decision to extend a review period may be based on an evaluation of the employees work performance, an assessment of the employees conduct, capacity, efficiency, skill, responsibility, integrity, effectiveness, and/or the needs or circumstances of the work unit. A decision to extend a review period must be communicated to the employee prior to the end of the original review period, and is not subject to an appeal or grievance process.

V. Continuation of Probationary and Trial Service periods

Probationary or Trial Service employees may accept appointment to another permanent position. At the time of appointment, the Human Resources Director will determine if the new position/class is closely related to the position/class the employee is leaving. For closely related positions/classes, time the employee served in the initial probation or trial service period will count towards the probationary or trial service period of the new position. For positions/classes determined not to be closely related, the employee's probationary or trial service period will start over.

VI. Effect of Leave Without Pay on Probationary and Trial Service periods

If an employee takes leave without pay for an entire work shift while serving a probationary period or trial service period, the probationary period or trial service period is extended by one work day for each work shift of leave without pay.

VII. Authority

- a. Collective Bargaining Agreement between the State of Washington and WPEA Higher ED 2005-2007
- b. WAC 357-19, WAC 357-31

<p>Policy Contact: <u>VP of Human Resources</u></p> <p>Approved by (Department/Body): <u>President</u></p> <p>Date Originally Approved: <u>February 13, 2006</u></p> <p>Last Reviewed/Revised on: _____</p>
