

CCS Administrative Procedure

2.10.04 – D Probationary and Trial Service Periods

Implementing Board Policy [2.10.04](#)

Contact: Human Resources

1.0 Probationary/Trial Service Period Objective (summary of Board of Trustees Policy 2.10.04)

It is in the best interest of Community Colleges of Spokane (CCS) and its students to provide newly appointed employees an environment that promotes initial learning and orientation to their positions and to the organization. Probationary and trial service periods provide CCS an 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.

- 1.1 Probationary and trial service period practices and processes shall comply with federal and state laws, and, where applicable, collective bargaining agreements. This procedure applies to all CCS faculty and staff, except where modified by the respective collective bargaining agreement.

2.0 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.

- 2.1 At-will: an employee not under contract or otherwise covered by due process statute. An employer can dismiss an at-will employee at any time, at the discretion of the appointing authority and for any reason not contrary to public policy.
- 2.2 Appointing authority: only the Chancellor and campus presidents have the authority to make employment appointments. This authority may be delegated by these parties as appropriate.
- 2.3 Employee types:
 - 2.3.1 Academic: any instructor, counselor, or librarian who is employed by CCS and not otherwise excluded by law pursuant to [Chapter 28B.52](#) Revised Code of Washington (RCW).
 - 2.3.2 Administrator: a contracted leadership position that does not fit under the [Office of Financial Management's](#) (OFM) occupational categories and is exempt as defined under the [Fair Labor Standards Act](#) (FLSA), and/or is designated as exempt from the application of the rules provided in Washington Administrative Code ([WAC](#)) [357](#).
 - 2.3.3 Classified: all positions subject to the provisions of [Chapter 41.06 RCW](#) and [WAC 357](#). These positions follow the guidelines outlined by the OFM occupational categories and the classification rules outlined in [WAC 357-13](#). In addition to regular appointments, there are four other appointment types:
 - 2.3.3.1 Cyclic: positions for which employment is less than twelve full months due to known recurring work breaks in the annual cycle.
 - 2.3.3.2 In-training: positions, or groups of positions, linked into a classification series providing for advancement to the next level upon successful completion of a designated training program period at the lower level.

- 2.3.3.3 Non-permanent: temporary positions not to exceed eighteen months to fill in for the absence of a permanent employee, during a workload peak, while recruitment is conducted, to reduce the possible effects of a layoff, or when the nature of the work occurs at irregular intervals or does not fit a particular pattern.
- 2.3.3.4 Project: positions for which employment is contingent upon state, federal, local, grant or other special funding of specific time-limited duration.
- 2.3.4 Executive: contracted Cabinet-level leadership position that does not fit under OFM's occupational categories and is exempt as defined under the FLSA or is designated as exempt from the application of the rules provided in [WAC 357](#).
- 2.3.5 Exempt: any contracted non-faculty position that does not fit under OFM's occupational categories and is exempt as defined under the FLSA or is designated as exempt from the application of the rules provided in [WAC 357](#).
- 2.3.6 Non-represented classified staff: those classified employees not covered by the definition of CCS's classified bargaining unit membership.
- 2.4 Evaluator: the immediate supervisor or review committee, as applicable by employment type, responsible for monitoring the employee's performance during the probationary or trial service period and for determining whether the employee has successfully completed the period or if an extension of the period is warranted.
- 2.5 Probationary period: period served by an individual employed for the first time by CCS or following a break in service by a former CCS employee during which the individual is considered to be in an at-will employment status.
- 2.6 Position description: a description of an individual position to include listing of assigned duties, responsibilities, competencies, minimum requirements and related job-specific information.
- 2.7 Tenure: permanent employment status granted to academic employees after successfully completing a tenure review period.
- 2.8 Tenure review period: probation served by new academic employees as required under [Chapter 28B.50 RCW](#); appointments to academic positions with a tenure review period are considered "tenure track."
- 2.9 Trial service period: 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.

3.0 Responsibilities

- 3.1 It is the responsibility of each manager and supervisor to ensure appropriate onboarding and training is given to an employee appointed to a new position who is serving a probationary or trial service period. Further, each manager and supervisor shall evaluate an employee during the probationary or trial service period as required by this procedure or applicable collective bargaining agreement.
- 3.2 It is the responsibility of the employee to meet the standards established for the position through the probationary or trial service period and throughout their employment.

4.0 Probationary Periods by Employment Category

- 4.1 Executive, administrator and exempt employees shall serve the probationary period described in their individual employment contracts, if any.
- 4.2 Tenure track academic employees shall serve an initial probationary period, also referred to as "tenure review period," as outlined in the Association for Higher Education (AHE) Master Contract.
 - 4.2.1 This initial probationary period may be extended by recommendation of the tenure review committee and action of the Board of Trustees following the AHE Master Contract.
- 4.3 Classified employees shall serve the initial probationary period described within their position description.
 - 4.3.1 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 consecutive months.
 - 4.3.2 An employee who transfers, promotes or voluntarily demotes prior to completing their initial probationary period will serve a new probationary period.
- 4.4 CCS may separate an individual from their employment for any non-discriminatory reason during the probationary period following the applicable process for that employment type. The decision shall not be subject to review or appeal.
- 4.5 All other employees are considered at-will and serve as deemed necessary by the appointing authority, except if modified by the provisions of the individual's temporary employment contract where applicable.

5.0 Trial Service Periods for Classified Employees

- 5.1 Classified employees who are promoted, transferred, or demoted to a position for which they have not previously attained permanent status will serve an initial trial service period consistent with the probationary period described in the position description.
 - 5.1.1 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 consecutive months.
- 5.2 Non-represented classified employees who do not successfully complete a trial service period may be offered an opportunity to revert to a position districtwide that is vacant and for which the employee possesses the required competencies to perform.
 - 5.2.1 If the employee does not revert, then they may request in writing to the Chief Strategy and Administration Officer to be placed on the layoff list for any prior classification for which they have previously attained permanent status.
 - 5.2.2 The employee serving a trial service period may voluntarily revert to their former position within thirty calendar days after the appointment, provided that the former position has not been filled or an offer made. The employee will resume the trial service period in the former position unless permanent status has been attained.
- 5.3 Reversion rights related to a failed trial service of a represented classified employee shall follow the collective bargaining agreement.

6.0 Extension of Probationary/Trial Service Period

- 6.1 During the probationary or trial service period, the responsible evaluator shall review the performance of a probationary or trial service employee to determine whether the employee has met the standards to achieve permanent status in the classification to which they are appointed.
- 6.2 Probationary or trial service period progress reports shall be made on forms provided by the Human Resources Office.
- 6.3 The responsible evaluator may request extension of the probationary or trial service period, as follows:
 - 6.3.1 Academic employee: by recommendation of the tenure review committee and action of the Board of Trustees, extension may be made for one to three additional academic quarters following the AHE Master Contract.
 - 6.3.2 Classified employee: the immediate supervisor can extend the probationary or trial service period, provided the total period does not exceed twelve 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 of the reasons for the extension.
- 6.4 If the employee's performance is found to be below acceptable standards by the responsible evaluator, a recommendation shall be made to the appropriate appointing authority to separate employment. Such separations are not subject to review or appeal, unless otherwise required by law or collective bargaining agreement.

7.0 Related Information

- 7.1 Applicable Collective Bargaining Agreements:
 - 7.1.1 For represented classified employees – [Collective Bargaining Agreement with Washington Federation of State Employees](#)
 - 7.1.2 For represented faculty – [Master Contract with Association of Higher Education](#)
- 7.2 [Chapter 28B.50 RCW](#) Community and Technical Colleges
- 7.3 [Chapter 28B.52 RCW](#) Collective Bargaining – Academic Personnel in Community Colleges
- 7.4 [Chapter 41.06 RCW](#) State Civil Service Law
- 7.5 [Fair Labor Standards Act](#)
- 7.6 [WAC 357](#) Office of Financial Management – State Human Resources Director
 - 7.6.1 [WAC 357-13](#) Classification