



Northern Marianas College Procedure

Procedure No.: 5010.25 Procedure Title: Introductory Period
 Issuing Date: 9/8/2017 Adoption Date: College Council 9/8/2017 Effective Date: 9/8/2017
 Office of Origin: Human Resources Office
 Procedure Approval Authority: Dr. Carmen Fernandez - President
 Board Policy No. associated with this procedure: 5010
 This Procedure Supersedes/Replaces: New Procedure

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description

All new employees, both faculty and staff, must serve an Introductory Period of six (6) months. It is designed to give the College an opportunity to determine whether an employee is suitable and qualified for the work for which the employee was hired. The decision as to the employee's suitability and qualifications is the sole responsibility of the College. Termination of employment, or other disciplinary action, during the Introductory Period, is not subject to progressive discipline and the grievance procedure.

The purpose of this procedure is to define and establish an employee's introductory period of employment with the College. It will further establish accruable benefits and employee responsibilities and College expectations for the Introductory Period of employment.

Areas of Responsibility

All supervisors will manage and monitor the Introductory Period to determine whether or not the employee meets the expectations and demands of the position and conducts a timely and appropriate performance evaluation.

The Human Resource Director provides guidance and assistance to the supervisors and ensures compliance with this procedure.

Procedure details

SCOPE

This procedure applies to all College employees, both faculty and staff, newly hired on an initial period of employment, and former employees rehired into different positions or if a gap of six (6) months or greater exists since previous employment. It also covers certain situations of promotion and transfer, as defined within this procedure.

DEFINITION

An Introductory Period is the period of time established by the College after the hire of an employee, and other situations defined herein, during which the College and the employee evaluate whether a successful long term employment relationship can be created.

PROCEDURE

The first six (6) months of employment for full-time and part-time status employees, both faculty and staff, are designated as an introductory period.

During the Introductory Period:

1. The employee is given proper training and becomes acquainted with the job requirements.
2. The employee is given the opportunity to evaluate the College and determine if this is the employer with whom he/she wishes to be employed.
3. The College is given the opportunity to determine whether the employee can, in fact, meet the expectations and demands of the position.
4. At any time during the introductory period, either party may terminate the employment relationship.
5. Personnel actions (i.e. transfer, change in position title, etc.,) are prohibited except when determined by the President to be in the best interests of the College.
6. The employee is not eligible to apply for any vacant position during this period. However, the College may reassign an employee during the introductory period at its discretion, based upon the needs of the College.

At the end of the introductory period, a performance evaluation will be conducted. If the evaluation is satisfactory, the College may offer the employee regular employment status.

Extension of Introductory Period

If the employee's service during the introductory period is deemed unsatisfactory but it is determined that the employee should continue in an introductory status rather than being terminated, the recommendation that the employee remain in an introductory status should be forwarded by the supervisor to the Human Resource Office. In all such instances, the employee must be counseled and notified in writing regarding the extension of the introductory period prior to the completion of six (6) months service, with a copy to Human Resource Office. The employee may not remain in an introductory status for more than nine (9) months. An employee may complete the introductory period or be terminated at any time after the initial six (6) months upon the recommendation of the supervisor and department or administrative head and the approval of the President. The supervisor may determine successful completion of the introductory period at any time during the extension and make such recommendation to the Human Resource Office for the President's approval.

Qualifying Period for Promotions and Transfers

Employees who have satisfactorily completed their six (6)-month introductory period and who are subsequently transferred to a new classification and/or department or promoted to a new classification or department must serve a qualifying period of one (1) month in the new position. Reclassifications are not subject to a qualifying period.

If at any time within this qualifying period it is determined by the College that the employee is not qualified for the position, or, if the employee does not wish to continue in the new position, the employee will be returned to the previously held position, if available, or a comparable one in the former department, if available, or be placed on a six (6)-month leave of absence without pay from the former department pending consideration for available openings in the department as they occur. If the employee does not find employment within the six (6)-month period, the employee will be terminated.

Leaves of Absence

Successful completion of the introductory period requires six (6) months of active service. Employees who receive a leave of absence during the introductory period will have the introductory period extended so that the six (6)-month evaluation time requirement is satisfied.

GENERAL DISCLAIMER

Every effort has been made to make the information in this procedure as accurate as possible. However, this procedure is not a legal document and should not be construed as such. This information contained in this procedure is intended only for general guidance for following College policy.

RIGHT TO CHANGE

The College reserves the right to modify, suspend, or terminate this procedure at any time with or without notice.

SUPERSEDURE

This procedure supersedes and cancels all prior College procedures that address this subject.

NON – COMPLIANCE

Employees may be disciplined for non-compliance with the provisions contained in this procedure. Failure to adhere to the terms and conditions of this procedure may result in disciplinary action, up to and including termination.

EFFECTIVE DATE

This procedure will become effective upon approval.