

70205 Orientation of New Classified Employees

All newly employed classified employees are subject to a ninety (90) day orientation period during which time either the employee or the College may terminate the employment without notice. At the discretion of the employee's supervisor, the orientation period may be extended for a definite period of time not to exceed an additional ninety (90) days. The classified employee shall receive a written notice of an extension of the orientation period (if applicable) at the time of his/her evaluation prior to or after the end of the initial ninety (90) day orientation period. Reasons for the extension shall be provided.

Subject to the provisions of Board Policy 70401, employment of all classified staff employees is at the continuing discretion of the President, and employment or continuation in employment after completion of the initial or extended orientation period shall not constitute any contract or assurance of continued employment by the College. (Amended 11/24/87)

The College does not require a new ninety (90) day orientation period for employees transferred to a new position. (Amended 11/24/87)