



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.05	Procedures for Provisional Employees	07/01/07	

1.0 Purpose

To describe the policy for provisional employees.

2.0 Policy

Pursuant to Board of Regents policy, with the exception of certain public safety employees, all classified employees serve in a provisional status for the first six months of their employment at Bainbridge College. Employees who transfer to a new position within BC are not subject to a provisional period in their new position unless they have not yet completed the provisional period in their former position (in such cases, the employee must complete the original six month period). If, at any time during the provisional period, an employee's performance is unsatisfactory, the supervisor should confer with the employee and describe in detail the areas needing improvement and the timelines or benchmarks which the employee must follow to achieve satisfactory performance. An employee in the provisional period will normally be evaluated at the end of three (3) months and again prior to the conclusion of the provisional period pursuant to the policy on performance appraisals. Notwithstanding any of the provisions noted in this policy, an employee may be terminated during the provisional period at any time if their supervisor determines that they are not suited for the job, and that employee is not entitled to grieve that termination under BC policies. Such termination is not considered disciplinary action.