

Policy Approval Form

Executive Summary. (Type a short summary of the process followed to develop this policy, identify those involved in its development, reason for undertaking the process, and key features of the policy). This section is to be completed by the group or individual assigned to develop this policy.

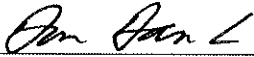
Probationary and trial service periods provide an initial learning and orientation period for employees appointed to new positions. Probationary and trial service periods provide the College an opportunity to determine if the employee will be granted permanent status in a position by observing and evaluating an employee's performance, skills, abilities, subject knowledge, and potential.

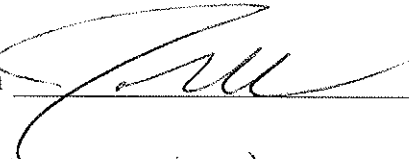
WAC 357-19-090 requires that the College publish a policy on probationary and trial service periods that minimally address the basis for determining and notifying non-represented employees of :

- 1) When a trial service period is require upon transfer, voluntary demotion, reversion or elevation.
- 2) When a probationary or trial service period is extended.
- 3) When a probationary or trial service period is continued.

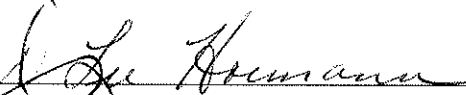
The policy was developed by Laurel R. Uznanski, Assistant Director of Human Resources Services, using the provisions of WAC 357 as guidance for developing the policy.

The College currently has four (4) classified, non-represented employees (all are in Human Resource Services).

Vice President for Academic Affairs and Provost  Date 5-22-07

Vice President for Finance and Administration  Date 5-22-07

Vice President for Student Affairs  Date 5-22-07

Vice President for College Advancement  Date 5-22-07

President  Date 5-23-07

Date policy becomes effective _____