

Policy: 5.24

Probationary Period

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. KCKCC uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on a probationary basis for the first six months after their date of hire. Employees who are promoted or transferred within KCKCC must complete a secondary probationary period of the same length with each reassignment to a new position. Any significant absence will automatically extend a probationary period by the length of the absence. If KCKCC determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.

In cases of promotions or transfers within KCKCC, an employee who, in the sole judgment of management, is not successful in the new position, can be removed from that position at any time during the secondary probationary period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and KCKCC's needs.

Upon satisfactory completion of the initial probationary period, employees enter the "regular" employment classification.

During the initial probationary period, new employees are eligible for KCKCC-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Benefits eligibility and employment status are not changed during the secondary probationary period that results from a promotion or transfer within KCKCC.

Professional employees are covered under Kansas Statutes with regard to probation and tenure.