



DATE:

TO:

FROM: Human Resources Department

SUBJECT: Employment Recommendation/ Completion of Trial Period (Exempt Employee)

The employee listed below will complete their 28-month trial period on _____

<u>EMPLOYEE NAME & ID #</u>	<u>JOB TITLE</u>	<u>DEPT</u>	<u>HIRE DATE</u>
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All regular full- and part-time exempt employees are considered trial employees for the first 28 months of their employment. During the employee's trial period, employment may be terminated without regard to grievance procedure. The employee's name is submitted to the Governing Board for approval at the Governing Board's next regularly scheduled meeting following the conclusion of the employee's trial period. Only upon successful completion of the 28-month trial period and approval by the Governing Board is the employee covered by the College's grievance procedure.

Please note: If a recent (within 12 months) performance appraisal is not on file with Human Resources, please complete and return the attached performance evaluation form.

RECOMMENDATION FOR CONTINUED EMPLOYMENT

COMPLETION OF TRIAL PERIOD

Having successfully completed the trial period, I am recommending employment approval of the individual listed above. A current evaluation (within 12 months) is on file in the employee's official personnel file.

Dean/ Supervisor

Date

Division Vice President

Date

RECOMMENDATION FOR TERMINATION

RECOMMENDATION FOR TERMINATION

The above listed employee has received written notification of termination **PRIOR** to the conclusion of his/ her 28-month trial period. Supporting documentation for termination of this employee has been reviewed by Human Resources prior to submitting this recommendation for termination.

Dean/ Supervisor

Date

Division Vice President

Date