

Central Texas College District Human Resource Management Operating Policies and Procedures Manual
Policy No. 600: Employee Training Period

I. PURPOSE

To complete the employee evaluation process through a period of on-the-job work experience, training, orientation and coaching.

II. SCOPE

This policy applies to all CTCD staff employees at all CTCD locations.

III. POLICY

A. New Employees.

1. New employees will serve an initial training period of four (4) months from the date of hire. This period is used to assimilate the new employee into the job as quickly as possible through a structured performance coaching system.
2. Supervisors will evaluate the performance of new employees orally during the first or second month of employment, preparing a written counseling statement only when deficiencies are sufficient to warrant it.
3. Supervisors are encouraged to evaluate the performance of new employees throughout the training period. The interim evaluation(s) may be given orally and documented, or in writing.
4. Supervisors must formally evaluate new employee performance at the end of the initial training period. Performance improvement plans must be developed for any needs improvement ratings.
5. If the supervisor determines that the new employee's performance is not satisfactory in one or more category, the supervisor will advise the EEO/Human Resource Management Department or the Campus Human Resource Office and the employee's training period may be extended up to 60 days or the employee may be released without further training.

- B. Transfers and Promotions. Employees transferring or promoted into other positions or who return to previous positions will also be placed on training status for up to four (4) months and will receive the performance evaluations as indicated above. If unsatisfactory performance occurs and performance does not improve with training and coaching during the training period, the supervisor will advise the EEO/Human Resource Management

Department or the Campus Human Resource Office and the employee's training period may be extended for up to 60 days or the employee may be released from employment.

IV. PROCEDURES

- A. Managers or supervisors will be responsible for training and evaluation during employee training periods.
- B. The training period may be shortened to three (3) months if warranted by the employee's progress and performance. A written request approved through the employee's supervisory chain must be submitted to the Director, Human Resource Management for approval. A written evaluation shall accompany the request.
- C. Upon satisfactory completion of the training period, employees will continue regular employment in an 'at will' status and will be subject to the standard performance evaluation process. In appropriate cases, one (1) or two (2) step increases may be awarded, based on education and experience, to a full-time non-exempt employee upon successful completion of the initial training period. Evaluations of education and experience for full-time non-exempt employees are completed by Human Resources when hired. Performance evaluations must be completed and include the recommendation for a step increase to be eligible for the end of training increase. Employees that successfully complete a performance improvement plan after receiving an evaluation without a step increase recommendation will be eligible for an end of training step increase effective the date the improvement plan was successfully completed.

Part-time non-exempt employees are eligible for a one (1) step increase. Student workers are not eligible for a step increase.

These step increases do not apply to wage determined employees and may not apply to employees who are subject to the terms of a contract between CTCD and a CTCD customer.

- D. A change of status Personnel Status Form must be submitted to Employment Services to remove an employee from training status whether or not there is a change in compensation.
- E. All employees, regardless of status or length of service, are required to meet and maintain institutional standards for job performance and behavior.