

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5090

TITLE: PROBATIONARY PERFORMANCE AND REVIEW SYSTEM

BASED ON POLICY: 5.09 PROBATION

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/HUMAN RESOURCES

I. Purpose:

To establish a system for ensuring that probationary employees are properly reviewed by their immediate supervisors prior to the completion of their probationary periods

II. Procedure:

- A. The Office of Human Resources will notify the immediate supervisor once an employee has been in probationary status for approximately 60 days.
- B. A copy of the Employee Probationary Review form will be sent to the immediate supervisor of the employee.
 - 1. The immediate supervisor shall return the completed and approved form to the Office of Human Resources before the date indicated on the bottom of the form.
 - 2. The date indicated on the form will be the 90th day from the beginning date of employment at the College.

HISTORY: Last Revised: 11/5/19

Adopted: 8/1/89

Reviewed: -

Revised: 12/4/01, 6/1/05, 11/5/19