

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
<b>WCJC Title: Staff Orientation Period</b>	<b>Section D: Personnel</b>	<b>Page(s): 2</b>
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
<b>Policy Title: Employee Performance: Evaluation</b>	<b>Policy: DLA</b>	
<b>Subtitle: N/A</b>	<b>Date Adopted: 08/01/2020</b>	

**Purpose**

It is the practice of Wharton County Junior College to provide a six-month orientation period for all newly hired full-time administrative and support staff. This practice is designed to allow an appropriate orientation, training, and evaluation period for newly hired staff members.

**Procedure**

- A. An orientation period is a period of time devoted to the development and evaluation of the employee in the new position. It is also a time for the employee to be able to assess his or her aptitude and interest in the job. Except where specifically stated otherwise in the College's policies, employees required to complete an orientation period have the same benefits as all other Wharton County Junior College employees.
- B. Upon hiring a new full-time employee, a supervisor must follow this procedure:
  - 1. In an initial meeting, the supervisor shall provide the employee with a clear understanding of the duties and expectations of the position. He or she should ensure that the new employee has a copy of the job description. The supervisor should also make clear to the employee the expected level of performance and give an indication of how and when performance will be evaluated. The supervisor shall maintain a written record of the initial meeting.
  - 2. The supervisor shall provide training, guidance, and feedback, giving the new employee the opportunity to reach the desired level of performance in a timely manner. This means that the supervisor will monitor performance throughout the orientation period.
  - 3. Corrective counseling and/or disciplinary action should be carefully documented and communicated to the employee with appropriate copies filed with the Human Resources Department.
  - 4. During the sixth month period, the supervisor will complete the appropriate staff performance form, discuss it with the employee, and file the completed form with the Human Resources Department.

5. The supervisor must also recommend if the employee has successfully completed the orientation period. If the supervisor cannot make that recommendation, they must contact the Human Resources Department to discuss what personnel action the evaluation documentation supports. Employees who have completed their orientation period will continue to be covered by the college's policies for staff employees and receive periodic performance evaluations and appraisals.

**Date Prepared:** 09/27/22 (RYB)

**Revised Date:**