



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: OBSERVATION PERIOD FOR CAREER SERVICE AND PROFESSIONAL EMPLOYEES	Number: 6.06	Page: 1 of 2
See Procedures: [] Yes [x] No		
Legal Authority: Florida Statutes 1001.64, 1012.855, 1012.865	Board Adoption/Revision Approval Dates: 6/16/99, 6/27/00, 10/22/02, 3/28/06, 1/25/11	

The Observation Period is intended to give new career service and professional employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The College uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or the College may end the employment relationship at will at any time during the Observation Period, with or without cause.

All new and rehired career service and professional employees work in an observation period for the first 90 calendar days after their date of hire. Career service and professional employees who are promoted or transferred within the College must complete an Observation Period of the same length with each reassignment to a pay grade or position in which the employee has not previously served.

Employee Benefits During the Observation Period – Career service and professional employees assigned to regular full-time positions will be eligible for the following benefits during the Observation Period:

1. Sick leave. During the Observation Period, sick leave will be earned at the rate of one day per month or major fraction thereof for each month of actual employment. Employees filling regular part-time positions will earn sick leave on a pro-rata basis, equivalent to the proportionate number of hours worked. Earned sick leave may be used during the Observation Period when required because of illness.
2. Vacation leave. During the Observation Period, 260-day employees earn vacation leave at the rate of one day per month or major fraction thereof for each month of actual employment. However, employees shall not be eligible to use vacation leave until they have completed the Observation Period, unless approved by the President.

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3. Group insurance. Regular, full-time employees shall be eligible to participate in group medical and life insurance programs effective the first day of the calendar month immediately following the initial date of employment.
4. Waiver. Full-time employees and/or immediate family may be given up to six (6) credits per term per person.

Forfeiture of Benefits – Personnel who fail to satisfy all employee requirements during the Observation Period, including those who resign, abandon their job, fail to report to work, are terminated for cause, or any other reason, shall automatically forfeit all rights and entitlements to employee benefits described herein.