

Title: Evaluation Period: New Hire/Rehire/Promotion/Transfer	Number: 6.17	Page 1 of 1
	Related Procedure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Citation (if Applicable)	Board Approval/Revision: 18 June 2014	

Evaluation Period for Newly Hired Employees

All new-hire, non-Faculty employees of Colorado Mountain College (CMC) will be required to complete at least a six-month evaluation period, with an interim evaluation completed at the three-month point. An employee will not be released to regular employment status until the sixth-month evaluation has been completed and submitted to the Human Resources Department. If it is requested by the supervisor, the employee evaluation period may be extended for an additional six months.

Evaluation Period for Promotions, Demotions, and Lateral Transfers

Any employee who is promoted, demoted, reassigned, or accepts a lateral transfer will be required to complete a six-month evaluation period as set forth above.