



McDowell Technical Community College Probationary Period Acknowledgement Form

In accordance with Board Policy BP 2.24 and Procedure CP 2.24.1, all new full-time employees are required to serve a probationary period as outlined:

- Full-Time Non-Faculty Employees: 90 calendar days from date of hire.
- Full-Time Faculty Members: One (1) full semester of teaching.

I, _____, acknowledge the following:

1. I have received, read, and understand the McDowell Technical Community College Probationary Period Policy (BP 2.24) and Procedures (CP 2.24.1).
2. I understand successful completion of the probationary period is required for continued employment.
3. I understand the probationary period may be extended based on performance, leave exceeding seven consecutive calendar days, or other justified reasons outlined in the policy.
4. I understand I will receive written notice of any extensions and formal notification upon completion of the probationary period.
5. I am not eligible to participate in the College grievance procedure during the probationary period, unless the concern involves a violation of state or federal law.
6. I may file a discrimination complaint with the Equal Employment Opportunity Commission (EEOC) or MTCC Human Resources Office if applicable.
7. I understand the President may terminate employment during the probationary period with just cause.
8. If I am re-employed or reassigned a new role or position, I must complete a new probationary period.

Employee Information

Position Title: _____

Department: _____

Start Date: _____

Acknowledgment Signatures

Employee Signature: _____ Date: _____

Printed Name: _____

HR Director Signature: _____ Date: _____

Printed Name: _____

Witness (to Employee Signature): _____ Date: _____

Printed Name: _____