### Title: Imposed Probation

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| Florida Statute: 1001.64, 1001.65  

**Date Adopted:** 12/1/97; Revised 1/22/01, 11/26/01, 11/22/10

Classified staff and contract/grant employees who fail to respond to counseling concerning deficiencies resulting in overall less than satisfactory appraisal may be placed on probation for one to three months by the immediate supervisor with the approval of the President or appropriate Vice President.

The immediate supervisor shall develop a performance improvement plan which identifies what the employee must achieve to correct the performance deficiencies. During the imposed probationary period, the employee shall be appraised monthly. Placement on imposed probation does not change the employee's anniversary date.

Notification of the imposed probation with the corresponding less than satisfactory appraisal, the performance improvement plan, and all subsequent appraisals must be submitted to the Human Resources Department for the employee's permanent record.

An employee who fails to respond to guidance and does not comply with the performance improvement plan during the period of imposed probation shall be terminated. Mandatory termination is required should an employee’s performance merit a third imposed probationary period.