



## Ohio Administrative Code Rule 3357:15-14-21 Initial employment.

Effective: May 24, 2025

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(A) The initial employment period for Stark state college contract employees (excluding adjunct faculty) begins with the first day of employment and concludes no later than April fifth of the fiscal year for which the current signed employee contract is in effect.

### Guidelines

(1) Human resources will provide the supervisor with the job description/job posting as well as the initial employment policy for all new hires at the time of hire.

(2) The supervisor will provide expectations for performance at the time of hire. This will include providing the evaluation form at the time of hire through the onboarding portal.

(3) An employee may be notified of non-renewal of a contract at any time during the initial employment period if the supervisor concludes that the employee is not progressing or performing acceptably.

(4) Under appropriate circumstances, the initial employment period may be extended at the discretion of the supervisor and in conjunction with human resources.

(5) During the initial employment period and at the end of the initial employment period, the supervisor and the employee will discuss the employee's performance.

(6) Provided the job performance "meets expectations," the employee will continue employment under the conditions of the current contract.

(B) The initial employment period for Stark state college non-contract employees begins with the first day of employment and concludes on the ninetieth (ninetieth) calendar day of employment.



## Guidelines

- (1) Human resources will provide the supervisor with the job description/job posting as well as the initial employment policy for all new hires at the time of hire.
- (2) The supervisor will provide expectations for performance at the time of hire. This will include providing the evaluation form at the time of hire through the onboarding portal.
- (3) An employee may be discharged at any time during the initial employment period if the supervisor concludes that the employee is not progressing or performing acceptably.
- (4) Under appropriate circumstances, the initial employment period may be extended at the discretion of the supervisor and in conjunction with human resources.
- (5) During the initial employment period and at the end of the initial employment period, the supervisor will provide a work review for the employee.
- (6) Provided the job performance is "meets expectations," the employee will continue employment under the conditions of the current work agreement.