
Chapter: Human Resources

Modification No. 002

Subject: **Trainee Status for Support and Associate Staff Appointments**

I. Introduction

When it is considered by the Director of Personnel Services to be in the best interest of Montgomery College, a position may be filled by an applicant who does not possess all of the qualifications as described in the class specification. An individual so appointed will be identified as being in a trainee status. The trainee will hold a trainee status appointment until he or she has satisfactorily completed a prescribed training program and it has been determined by the appropriate official and the Director of Personnel Services that he or she meets the qualifications described in the class specification. The length and content of the training program shall be determined at the time of appointment. The training program and alterations to it must be approved by the Director of Personnel Services.

II. Trainee Appointments.

Trainee appointees have all the rights and privileges of associate and support staff personnel except that they shall not hold regular employee status while in trainee status.

III. Salary Assignment of Trainees and Length of Training Program

A. The length of the training period and the pay rate to which a trainee is assigned will depend on the nature of the job and the degree of training and job experience that the applicant possesses at the time of employment. Trainees will be informed of the length of the training period.

B. Since trainees are usually subject to individually determined special pay conditions, during progression in their training program they will not be eligible for merit increments based upon the anniversary date of their initial employment date but will be assigned a regular merit increment date effective upon satisfactory completion of their training and probationary service in the new position.

III. Regular Appointment.

Upon satisfactory completion of the training program, the incumbent will serve the normal probationary period and upon successful completion be granted regular employee status.

IV. Early Completion of Training Program.

In instances of exceptionally rapid growth in competence or attainment of required credentials, a trainee may become eligible for removal from trainee status prior to the completion of the specified training program.

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