Probationary Period for Classified Employees

Purpose

The purpose of the probationary period is to allow management to observe and evaluate a new classified employee’s work performance and permits the employee to adjust to the job and working conditions.

Policy

It is the policy for all newly appointed classified employees at the University are required to satisfy a probationary period of 180 days from the beginning date of employment. The probationary period begins on the first day of appointment.

Procedures

Supervisors must evaluate the work performance of the probationary employee at the end of the probationary period, or prior to any decision to terminate the employee during the probationary period, using the standard University employee performance evaluation form. Any information concerning the employee’s performance during the probationary period should be documented in the employee’s personnel file.

Throughout this period, the immediate supervisor will provide any assistance considered necessary to assist the probationary employee to improve performance or facilitate adjustment.

If an employee is placed on leave without pay during the probationary period, then the probationary period is extended by the same number of days that the employee is on leave.

During the probationary period, subject to review and approval of Human Resource Services the employment of any probationary employee whose performance is judged to be unsatisfactory may be terminated without prior notice.

An employee terminated during the probationary period does not have access to the discipline and dismissal policies and procedures of the University.

Applicability

Full and part-time classified employees

Definitions

Classified Employees - employees in positions that do not entail significant responsibilities for the administration of instructional or research organizations. The term does not include institutional police, faculty, employees whose appointments expire at the end of a stated period, administrative and professional employees who are appointed to positions without fixed term and serve at the pleasure of a specific administrative officer, or persons who are employed in positions that require student status as a condition of employment.

Responsible Party

Director, Human Resource Services

Last updated: December 1, 2006