The University of Mississippi
Probationary Period

Summary/Purpose: All non-faculty, non-contractual employees must complete an initial probationary period not to exceed six months unless an exception is granted by the Director of Human Resources (or designee) to extend the probation period beyond six months. The employee must successfully serve in the position for a minimum of three months before the supervisor can recommend continuation of employment under the “regular” (non-probationary) status. Guidelines are given for the supervisor to utilize during this period of time along with procedures for processing the probationary staff review. This includes the time frame for the review and when the probation period can be continued.

All non-faculty, non-contractual employees must complete a probationary period for an initial period not to exceed six months, unless an exception is granted by the Director of Human Resources (or designee) to extend the probation period beyond six months. This initial period of each employee’s service shall be utilized by the supervisor for observing closely the employee's work, for counseling the employee on area of needed improvement, and considering continued employment if the work performance meets the required work standards.

After three months of employment, the employee must receive a performance review. This review is to include one of the following recommendations:

- Continue Employment. Completed probationary period successfully.
- Separation – Discontinue Employment
- Continue with maximum probationary period of up to six (6) months from original hire date
- Extend probationary period beyond the normal six (6) months, up to a maximum of an additional six (6) months. An extension requires Human Resources approval and must be obtained prior to the six (6) month anniversary.

If the supervisor determines that additional time is required to assess the employee’s skills, abilities, interest and/or performance, the supervisor may request to extend the probationary period an additional six months for a total of twelve months of employment. The request must be approved by the Director of Human Resources (or designee) by the employee’s sixth month of employment (six month anniversary date). The additional requested time for the probationary review does not guarantee continued employment for the full requested amount of time. The extension must be requested and granted through the “Probationary Review Form for New Employees.”

Failure to complete and submit the review by the sixth month of employment will result in continued employment with an updated status of “regular” (non-probationary).

Human Resources staff provides supervisors notification prior to the scheduled appraisal date. However, it is ultimately the supervisor’s responsibility to submit the probationary appraisal in a timely manner.
Recommendation for continued employment in a “regular” status may not be made until the licensure/certification requirement as defined in the position description is satisfied.

Probationary employees may be terminated at any time during the probationary period without a right of appeal. Department heads should ensure, however, that the reason(s) for the termination is documented. The documentation needed does not rise to the same level as that for termination of a regular employee but should outline how the employee failed to meet work standards.

Anyone hired into a regular (non-temporary) support staff or professional/administrative staff position will be required to complete six months of employment before being allowed to apply for other jobs on campus.

The only exceptions include:

1. An employee in the probationary period may apply for a promotional opportunity that is in the best interest of the employee and the University. While in the probationary period, a non-exempt employee may not apply for another similar non-exempt position outside of the department.

2. An employee may transfer within his/her current department. If an employee transfers to another position during the probationary period, the probationary period will be extended so that the person will serve a minimum of three months in a probationary status in the new position before the supervisor can recommend continuation of employment in a “regular” status.

An additional probationary period is not required of an employee who already successfully completed an initial probationary period with the University upon promotion to a new position. If the employee is unable to perform satisfactorily in the new position and has put forth a good-faith effort, the University will make every possible effort to attempt to effect a change to a position similar to the one held by the employee.