Probationary Period

Summary/Purpose: All non-faculty, non-contractual employees are on probation 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. The employee must successfully serve in the position for a minimum of three months before the supervisor can recommend the change of status to “permanent.” Guidelines are given for the supervisor to utilize during this period of time along with procedures for processing the performance evaluation. This includes the time frame for the evaluation, when the probation period can be continued and who does or does not need a probationary period evaluation.

All non-faculty, non-contractual employees are on probation 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 securing the most effective adjustment of the new employee to the position of employment, for counseling the employee on area of needed improvement, and for rejecting any employee whose performance does not meet required work standards.

After three months of employment, the employee should receive a performance evaluation. This evaluation should be submitted with a recommendation as to permanent status or continuation of probation. Recommendation to permanent status may not be processed prior to the employee completing three months of service. A second performance evaluation should be submitted between three and six months if the employee was not made permanent at the end of three months. If a department does not take action by making an employee permanent or seek an extension of the probation period prior to the employee’s first six months of work, the employee will become permanent after six months.

The probationary period may be extended if approved by the respective administrative department head and the Director of Human Resources or designee. Employees are to be notified of such extensions by the department head prior to the expiration of the original probationary period.

Probationary status is for evaluation of performance and does not affect the employee's eligibility for fringe benefits, except where specifically excluded.

Probationary employees may be terminated at anytime 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 permanent employee but should outline how the employee failed to meet work standards.
Anyone hired into a permanent 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. A non-exempt employee may apply for an exempt level position within the University. While in the probationary period, a non-exempt employee may not apply for another 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 the change of status to “permanent.”

An additional probationary period is not required of a permanent employee 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.