



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
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### **Probationary Period - Staff**

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#### Policy:

All non-faculty, non-contractual employees must complete a probationary period of six (6) months, unless an exception is granted by the Director of Human Resources to extend the probation period beyond six (6) 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 areas of needed improvement, and considering continued employment if the work performance meets the required work standards.

After six (6) 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
- 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 (6) months for a total of 12 months of employment. The request must be approved by the Director of Human Resources before the employee's sixth month of employment. The additional requested time for the probationary review does not guarantee continued employment for the full requested amount of time.

Probationary employees are "at will" and 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 (6) months of employment before being allowed to apply for other jobs on campus.

The only exceptions are:

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 (3) 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 previously held by the employee.