Probationary Periods (20.062)

Introduction
The probationary period provides an opportunity for both employees and supervisors to assess how well the employment relationship is working.

Policy Statement
Employees new to a position are subject to a probationary period. The probationary period for employees holding nonexempt positions is three months. For employees working in exempt positions, the probationary period is six months.

A new probationary period starts when an employee transfers or is promoted to a different position. In cases of termination during this probationary period, notice or pay in lieu of notice may be offered. Please see the Employee Relations policy for more information. A supervisor may request that the probationary period following a promotion or transfer be waived.

Employees working in positions grade 13 and above are afforded a probationary period but other provisions of the Employee Relations policy are not applicable to them.

In situations where a department requires additional time to assess an employee's performance, Human Resources may authorize the extension of a probationary period for up to an additional three months. Employees must be informed of an extension prior to the expiration of the initial probationary period.

When employees are absent from work for a total of 10 working days or more during their probationary periods, the period may be extended by the length of the absence.

Employment may be terminated prior to the end of the probationary period if authorized by University Human Resources

Definitions
Pay in Lieu of Notice. Pay in lieu of notice is compensation that may be offered to an employee terminated without advance notice. It is a form of severance pay and is subject to the administrative guidelines governing severance pay.

Responsibilities
Probationary employee: Probationary employees are responsible for providing a minimum of two weeks’ notice should they determine that the position is not a good fit for them.

University Human Resources: University Human Resources will send a probationary period end date reminder to departments a month prior to the expiration of the probationary period. University Human Resources will authorize probationary period extension and termination requests.

Supervisors: Supervisors must complete a written Probationary Appraisal form prior to the end of the probationary period.

Procedures
Supervisors must discuss with University Human Resources at least one week in advance of the probationary period end date a decision to extend a probationary period or to terminate employment during a probationary period. All employees shall be informed in advance of the expiration of the probationary period if their probationary status will be extended or if employment will not be continued.

Supervisors must submit a written request to University Human Resources to waive a probationary
period when the employee was previously performing a different position within their department prior to a promotion or transfer. Probationary periods for newly hired employees will not be waived.

Completed and signed Probationary Appraisal forms must be forwarded to University Human Resources for inclusion in the employee's personnel file. If a Probationary Appraisal form is not completed and signed by the employee prior to the probationary period end date, the employee will be considered to have successfully completed the probationary period.

Forms/Instructions: Probationary Appraisal Form
Related Policies: Employee Relations, Transfer, Promotion and Job Change
Policy Owner: Approved by Vice President for Human Resources
Contact(s):
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