



## **Probationary Period (Non-Instructional) (6.31)**

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### **PURPOSE**

The purpose of this policy is to provide on-the-job training orientation for newly appointed and transfer employees and to determine whether these employees and supervisors find the job and/or job performance satisfactory.

### **POLICY**

All new, regular fulltime administrative and staff employees (exempt and nonexempt), whose appointments are expected to last longer than six months, shall be required to serve in a probationary (trial) status for six months.

### **PROCEDURE**

During the probationary period, the supervisor shall schedule periodic conferences to apprise the employee of progress and to make sure work responsibility and job requirements are clearly communicated and understood. The supervisor shall maintain written documentation of each supervisor/employee conference. The process allows for coordinated monitoring efforts between the supervisor and the employee and for greater objectivity in the evaluation process. Prior to the close of the probationary period (last week of the fifth month), the supervisor shall conscientiously and objectively evaluate the employee's performance over the probationary period, discuss the performance evaluation with the employee and forward the final (written) evaluation to the Office of Human Resources. Human Resources shall review the evaluation for proper execution and documentation and take appropriate action to retain or dismiss the employee.

### **DISMISSAL OF PROBATIONARY EMPLOYEES**

Probationary employees may be dismissed at any time during the probationary period without notice. Subsequent to separation a probationary employee will not be prohibited from applying for other positions at the University for which he/she may qualify.

At the supervisor's discretion, a request may be made through the Office of Human Resources for the initiation of a probationary period for any regular fulltime employee when deemed necessary and appropriate, e.g., unsatisfactory job performance and/or conduct.

Probationary periods shall in no way affect fringe benefits, e.g., the accumulation of sick and annual leave time.

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## **REFERENCE**

Supersedes "Probationary Period (Non-Instructional Personnel)" Policy No. 5:10 in the University Wide Policy Manual

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