



## Policy and Procedures Manual

### Application: All Full-Time Personnel

### Section A5.5 Probationary Period

#### A 5.5 PROBATIONARY PERIOD

The probationary period is a time for demonstrating the skills and abilities to perform the duties assigned. Every supervisor should routinely keep notes on his/her employees' performance and especially document counseling sessions. As an employee's evaluation period approaches (during the sixth month), each supervisor should review those notes to consider whether the employee should be retained as a regular employee. The probationary period can be extended by no more than three months if the situation warrants it. Administrators will serve a one year probation period. The probationary period is an extension of the selection process.

If there is an interruption of service during the probationary period, the time lapse during the interruption shall not be included as part of the probationary period. Probationary employees will not have access to the Grievance Procedure.

Upon promotion to a new classification, transfer, or demotion, employees shall be placed in a six-month probationary period to allow the department supervisor a sufficient amount of time to measure the efficiency and productivity of the employee. Such probationary periods do not affect an employee's eligibility for accrual or use of University benefits.

If an employee fails to learn procedures or if the employee persists in poor work habits, a supervisor may recommend termination. It is the responsibility of all supervisors to carefully inform new employees of standards, rules, and procedures of the work place and provide them with appropriate positive direction during his/her orientation. An employee may be dismissed without prior notice at any time during the probationary period. Recommendations for dismissals shall be recommended to the appropriate Vice President.