The first six (6) continuous months of regular employment at the University are defined as a probationary period for classified staff employees (non-faculty). This period will be used for observing work habits and for evaluating adjustment to the new position. Supervisors will observe work carefully and will talk to the employee from time to time regarding progress.

The University may discipline, lay-off, or terminate the employment of a probationary employee at any time during the six (6) month period for reasons including, but not limited to, unsatisfactory work performance or unacceptable attendance. It is the responsibility of the supervisor to counsel the employee when standards are not successfully met. A probationary employee should receive a performance appraisal prior to the end of the probationary period.

An employee is not eligible to be considered for other positions outside his/her department while in the probationary period. In certain situations a probationary period may be extended beyond the six (6) months for justifiable reasons after review and approval from Human Resources.

Upon completion of the probationary period, an employee shall acquire the status and all the conditions and privileges of a non-probationary employee.

For more information consult the: Probationary Period for Classified Employees, 4.15.1.

Return to the Table of Contents