

Probationary Period of Employment

Original Implementation: Unpublished

Last Revision: April 24, 2018

The first 180 calendar days of employment are a probationary period for all non-academic employees. Additionally, employees who apply for a posted, vacant position and who transfer to the new position will begin a new probationary period of 180 calendar days. This does not apply to employees who are reclassified or promoted during the reclassification process.

Human resources will mail a Probationary Employee Evaluation form to supervisors prior to the completion of the 180-day period. Supervisors will use the form to objectively indicate if employment should be continued or terminated before the 180-day period has expired. The evaluation form is returned to human resources and a copy retained in the department file. The employee can be notified immediately of the supervisor's decision if employment is to continue.

During an employee's probationary period, the university is free to terminate an employee at any time with the approval from the director of human resources. The approval must be obtained prior to notifying the employee of the termination. When employment is to be terminated, an Electronic Personnel Action Form (EPAF) should be completed.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Probationary Employee Evaluation Form; Electronic Personnel Action Form

Board Committee Assignment: Academic and Student Affairs