



## **Probationary Period for Classified Employees**

### **Purpose**

The purpose of this policy is to provide supervisors and department heads with information about the intent and requirements of the probationary period for classified employees new to employment with the university.

### **Persons Affected**

This policy applies to all classified employees of Stephen F. Austin State University.

### **Definitions**

**Classified Employee:** an employee occupying a position that does not entail significant instructional responsibilities or responsibilities for the administration of instructional or research organizations.

**Regular Employee:** an employee appointed to work 20 hours or more per week for a period of four and one-half consecutive months or longer (135 calendar days).

### **Policy**

Each newly appointed classified employee of the university is required to satisfy a probationary period of six continuous months from the beginning date of employment. The probationary period will apply to the first regular, classified position held by the employee for six continuous months and will not apply to positions occupied by transfer or promotion.

Any scheduled holidays that occur during the probationary period are considered as part of the probationary period. If an employee is placed on leave without pay during the probationary period, the probationary period is extended by the same number of days that the employee is on leave.

A probationary employee accrues vacation leave and sick leave from the date of employment. However, vacation leave may not be used until completion of the probationary period, unless the employee has already met the statutory requirement for at least six months continuous state services prior to use of the leave.

An employee who is hired on a casual or temporary basis and continues employment without a break in service in a regular position for which they have applied will have a probationary period, which will commence on the first date of regular employment. For example, if an employee working in a temporary capacity becomes a regular employee, the probationary period will begin on the date the employee becomes a regular employee.

The supervisor or designee(s) in the employee's department will conduct a departmental orientation for the new employee. During the orientation, the supervisor will discuss the purpose of the probationary period and advise the employee of the length of the probationary period and



when it will end.

The supervisor will provide the new employee with a clear description of the job to be performed, develop standards for the job, observe work performance, and provide feedback to the employee. The probationary period is used for the supervisor's observation of a new employee's work performance and to permit the employee to adjust to the job and work conditions. Throughout the probationary period, the supervisor will provide any assistance considered necessary to improve performance or facilitate adjustment.

Human Resources will provide a Probationary Employee Evaluation form to supervisors prior to the end of the six-month probationary period. Supervisors will use the form to objectively indicate if employment should be continued or terminated before the six-month probationary 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.

The university may terminate the employment of any probationary employee who is evaluated and it is determined that the employee is not competent or qualified to continue employment. An employee terminated during the probationary period does not have access to the discipline and dismissal policies and procedures of the university. Prior to termination, the administrative official must review the facts of the case with the director of human resources. Approval must be obtained prior to notifying the employee of the termination. The department is responsible for completing an Electronic Personnel Action Form (EPAF) for the termination of employment.

### **Related Statutes or Regulations, Rules, Policies, or Standards**

Regents' *Rules and Regulations*, Rule 30501, Employee Evaluations

SFA HOP 03-304 Discipline and Discharge

### **Responsible Executive**

Director of Human Resources

### **Forms**

Probationary Employee Evaluation Form; Electronic Personnel Action Form

### **Revision History**

September 1, 2023 (original)