309 Probationary Service, All Staff

The University requires each employee appointed to a regular full-time position to serve a probationary period. Unless the appointment letter stipulates otherwise, the period is 12 months for professional & managerial employees and six months for nonprofessional. During this period, members are classified as probationary.

There is no new probationary period for regular full-time employees in cases of promotion, demotion, transfer, or other movement between regular full-time University positions.

The probationary period allows the University and the employee to assess the continuing employer-employee relationship. Judicious use of the probationary period can avoid many problems and is a necessary part of the duties and responsibilities of a supervisor.

(A) Midway through the probationary period the supervisor will give probationary employees a written progress report.

(B) Before the probationary period expires the Department Head should make a further probationary review which includes recommending one of the following:

1. The employee becomes a regular employee. In this case the department will send the employee a letter confirming successful completion of their probationary period and, if applicable, their new rate of pay, with a copy to Human Resources;

2. The employee has their probationary status extended. In this case the department will send the employee notice, including reasons for the extension, with a copy to Human Resources;

3. The employee be terminated. In this case the department will consult with Staff Relations.

In the absence of this further report, the employee will be deemed to have completed probation.

Temporary full-time Exempt employees who have been employed for greater than nine (9) months and who are subsequently appointed as a regular full-time employee and who are performing the same job duties as a regular full-time employee and for the same department at the same salary band, will be deemed to have completed their probationary period.

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