

POLICY 2
EMPLOYMENT AND SEPARATION

Rule 2.05 - Probationary Period

Each employee will be required to serve a probationary period prior to receiving a status appointment.

Regulations

2.051 Duration of Probationary Period

A probationary period begins on the date of appointment to a status position and expires at the close of business on the last working day which completes six (6) or twelve (12) months of service, based on criteria of the class, regardless of percentage of time of employment during the probationary period; therefore, a full-time employee and a half-time employee could complete a probationary period within the same six (6) or twelve (12) month period. Employing units that decide not to certify an employee to a status position should dismiss the employee prior to the last working day of the probationary period. When a probationary period is interrupted by an unpaid leave of absence, layoff, or suspension, a comparable amount of time will be added to the probationary period before it is considered complete. Employing units should notify the campus human resources office of the unpaid time so that records can be officially adjusted.

2.052 Evaluation During Probationary Period

It is recommended that employing units evaluate an employee's progress at the end of one (1) month, three (3) months, and five (5) months of employment, and at additional regular intervals for employees in 12-month probationary periods. Evaluations during the probationary period will be discussed with the employee and should termination be decided upon, the employee will be given reason(s) for dismissal, and a copy of the reason(s) will be forwarded to the head of the campus human resources office to become a part of the employee's record in accordance with Civil Service Rule 250.90(a).

2.053 Layoff During Probationary Period

An employee who is placed on layoff status while serving a probationary period may be reinstated to the original entry or promotional register in accordance with Civil Service Rules 250.60(k)(3) and 250.90(b)(4) and (5).