

Probation Period

The probation period is a time when staff and newly appointed administrative employees learn the duties of their job and become familiar with the University and departmental policies and procedures.

Following ninety (90) days of employment, the probationary employee's performance will be evaluated. If the employee's performance is satisfactory, the employee will be considered to have completed the probation period. Should the employee's performance be unsatisfactory, the employee's employment may be terminated at the sole discretion of the University.

A ninety (90) day probation period will also apply to existing staff and administrators who are transferred or promoted to a different department or to former employees who are rehired. In the case of employees who transfer or are promoted to a different department, if the supervisor or employee is dissatisfied during the probation period, every attempt will be made to assist the employee in transferring to another position for which he or she is qualified.

The University has the right to extend the length of an employee's probation period as appropriate.

Upon successful completion of the probation period, the probationary employee will be classified in accordance with his or her normal work schedule.