**Pro bono Period B055**

*01/01/2008*

**Purpose**

To provide guidelines for supervisors to evaluate newly hired, transferred, promoted, or demoted employees and determine continued employment. This policy does not alter the “employment-at-will” relationship or provide for contractual rights.

**Definitions**

**Regular Employees**  Those full-time or part-time employees employed on a continuing basis.

**Policy**

The probationary period for regular exempt classifications is 180 consecutive calendar days and 91 consecutive calendar days for non-exempt classifications from date of hire, transfer or promotion. The University has the right to extend an employee’s probationary period at its sole discretion. Staff training occurs during the probationary period or when responsibilities or duties change. Employment may be terminated at any time during the probationary period.

If termination of employment for unsatisfactory performance or unacceptable conduct appears to be appropriate, the department administrator/supervisor must discuss the matter with the appropriate Human Resource Office.

A transferred employee who is terminated within the probationary period for unsatisfactory work performance will be placed on layoff status. Individuals dismissed for misconduct will not be eligible for future employment with the University (see Disciplinary/Professional Conduct Policy, B070).

The decision to terminate employment must be reviewed and approved in advance by the appropriate Human Resources Office.

During the probationary period, newly hired regular employees are not eligible for vacation benefits or certain leaves of absence unless approved by the appropriate Human Resources Representative (see Vacation Policy D080 and Leaves of Absence Policy D050).

**Procedure**

The supervisor should ensure staff receives sufficient training relevant to job duties and responsibilities. The supervisor should discuss performance-related problems and conduct with the employee throughout the probationary period and may use a performance evaluation document as a guide for highlighting areas of needed improvement. Any unsatisfactory work performance or conduct problem must be documented by the supervisor.