

## **ARTICLE 28 PROBATIONARY PERIOD**

### **A. GENERAL CONDITIONS**

1. Employees in career appointments in the unit shall serve a probationary period during which time their work performance and general suitability for University employment will be evaluated. The probationary period is completed following six (6) months of continuous service at one-half ( $\frac{1}{2}$ ) time or more without a break in service. Time on leave with or without pay is not qualifying service for the completion of the probationary period.
2. Employees who are rehired following a break in service of one year or less shall not be required to serve a new probationary period, provided:
  - a. Rehire occurs in the same class and specialty within the same department, and
  - b. The rehired employee had regular status in that class at the time of termination.

Otherwise, rehired employees serve a probationary period.

### **B. CREDIT FOR TIME SERVED IN LIMITED APPOINTMENTS**

1. An employee whose appointment is converted from a limited appointment to a career appointment under the provisions of Article 27 Section B.2., who has worked in the same appointment into which s/he is directly converted to career status, will have such time in that appointment applied against the probationary period. For the purposes of this provision, "same appointment" means an appointment in the same department/unit with the same duties as the appointment to which the individual was assigned prior to conversion and reports to the same supervisor as s/he did in a limited appointment.
2. A non-career employee in a limited appointment who has at least six (6) months of continuous service at 50% time or more in a non-career appointment and who is appointed or is converted in accordance with Article 27 – Positions/Appointments, Section B.2. to a career position with substantially similar job duties shall have three (3) months service credit toward completion of her/his probationary period in the new career position.

### **C. EVALUATION DURING PROBATIONARY PERIOD**

The University shall conduct one written performance evaluation prior to the completion of a full probationary period.

### **D. EXTENSION OF THE PROBATIONARY PERIOD**

Under appropriate circumstances, e.g., change of supervision or transfer to a different job during the probationary period, the probationary period may be extended at the

discretion of the department head. Such an extension shall be for a specific period of time, but not for more than three (3) months.

**E. RELEASE DURING PROBATIONARY PERIOD**

Prior to the completion of the probationary period, an employee may be released at the sole discretion of the University and without recourse to the grievance and arbitration procedures of this Agreement.