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## **CLASSIFIED EMPLOYEES PROBATIONARY PERIODS AND TENURE**

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PURPOSE: To identify what constitutes probationary periods for classified employees.

### **I. General Requirements**

- A. Every entry or initial appointment and promotion to a classified position shall be probationary.
- B. The probationary period serves as an extension of the selection process and is an opportunity to evaluate a probationary employee's work performance and suitability for the position. The probationary period also provides the employee the opportunity to determine how well he/she likes the position and the University. There are two types of probationary periods:
  - 1. Entrance probation is the probationary service required of an employee at the time of his/her original appointment or any subsequent appointment to state classified service excluding reinstatement and transfer, the duration of which shall be one thousand forty (1,040) hours of credited state service.

During this period, the immediate supervisor will observe the employee's performance and complete two performance evaluations (three months and six months). The supervisor will evaluate the employee's work performance on the Employee Performance Evaluation form and indicate whether or not permanent status will be awarded.

- 2. Promotional probation is the probationary service required when an employee is promoted to a different job classification, the duration of which shall be one thousand forty (1,040) hours of credited state service.
- C. Upon petition by an appointing authority that demonstrates good cause, the State Personnel Director may extend the probationary period of an employee for an additional specified period not to exceed one thousand forty (1,040) hours of credited state service.
- D. The probationary period in any class must be completed within a single agency uninterrupted by resignation, termination or dismissal. An employee who separated by means other than layoff during the probationary period must begin a new probationary period upon reappointment or promotion. The entrance probationary period is not interrupted by a voluntary demotion within a department.

### **II. Satisfactory Service**

When a probationary employee has satisfactorily served the probationary period, the appointing authority shall no later than thirty (30) calendar days after the expiration of the probationary period provide the employee and the Personnel Commission a performance evaluation indicating satisfactory performance and shall certify the employee to permanent

status. Such certification to permanent status shall be effective one thousand forty (1,040) hours of credited state service after appointment.

### III. Unsatisfactory Service

- A. Should a probationary employee fail to serve satisfactorily, the appointing authority shall no later than thirty (30) calendar days after the expiration of the probationary period provide the employee and the Personnel Commission a performance evaluation indicating unsatisfactory performance.
- B. An employee who fails to serve satisfactorily during the entrance probation shall first be given the opportunity in writing to resign without prejudice; an employee who fails to resign may be terminated without cause assigned and without the right to file a grievance or an appeal.
- C. Notice to the employee of termination for unsatisfactory service shall be made not later than fifteen (15) calendar days prior to the effective date of termination, unless there are extenuating circumstances.
- D. Should an employee on promotional probation fail to serve satisfactorily in the position to which he/she has been promoted, the employee shall be returned to a position in the class in which he or she holds permanent status or to a classification allocated to the same pay grade for which the employee meets minimum qualifications.

### IV. Failure to Provide Performance Evaluation

If the appointing authority fails to provide a performance evaluation as required by IPC Rules, the employee shall be considered to have satisfactorily completed the probationary period and shall be certified to permanent status as provided by IPC Rules, unless the probationary period has been extended by the State Personnel Director.

### V. Tenure of Employment

All employment in the state classified service shall be without definite term except where the term may be specified by law, or under conditions of a limited-service appointment.