

SECTION 800.12

Provisional Appointments

All classified employees, with the exception of certain public safety employees, are required to serve their first six months of employment on a provisional basis. This provisional period is intended to provide the new employees an opportunity to demonstrate their abilities to meet the job requirements, determine whether the position meets their expectations and that their employment situation is otherwise as they had anticipated.

Public safety employees are subject to the same provisional employment requirement as other classified employees, except that the six month provisional period will not begin until any person employed as a public safety officer has completed his/her mandated training for certification as a police officer. This special provision only applies to those public safety employees for whom specified training is mandated by state law and such training occurs after their employment.

This period also affords the University an opportunity to evaluate the employee's capabilities, work habits, adaptability, etc.

The employment relationship during the provisional period may be terminated at any time by the employee or the University, with or without cause, and without right of appeal or any of the procedural protection provided for in the Board of Regents policies.

1. Provisional Status Performance Evaluation.

Prior to completion of the six months provisional period of employment, or within ten working days of termination during the provisional employment period, the employing department will complete a performance evaluation and route this to Human Resources for inclusion in the employee's file. A decision to retain or terminate the provisional employee is made at this time, as the provisional appointment cannot be extended.

Occasionally, provisional employees make significant progress in their new jobs but might have certain minor deficiencies at the close of the provisional period. Should the employing department determine that progress has been made in addressing these deficiencies, and that termination of employment is not clearly indicated, the provisional performance evaluation might be completed with specific corrective actions recommended for employment to be continued. In such cases, a special evaluation may be requested by the department to give the employee adequate opportunity to handle these noted deficiencies. Special evaluations are covered in the performance evaluation policy section.

2. Re-employment of Terminated Provisional Employees.

Provisional employees who resign or who are terminated for performance deficiencies are not eligible for further employment for a period of thirty days. Provisional employees dismissed for serious offenses or breach of personnel policies will not be considered for re-employment, e.g., destruction or theft of state property, workplace violence, disruptive behavior, etc.

3. Promotion/Transfer of Provisional Employees.

Provisional employees are not considered eligible for promotion or transfer unless such action occurs within the same operating unit with the ultimate decision to retain the provisional employee to be reviewed and approved by the initial employing supervisor. Promotion or transfer of a provisional employee does not extend the provisional employment period.

Provisional employees who want promotional consideration in employment other than under the conditions set forth above must have a minimum break in service of thirty days to be considered eligible. In such cases, adequate notice is required to assure future employment consideration by the University.