



<b>POLICY TITLE</b>	Probationary Period for Staff Employees	<b>Policy Number</b>	334
<b>Section</b>	Human Resources	<b>Approval Date</b>	June 21, 2012
<b>Subsection</b>	Conditions of Employment	<b>Effective Date</b>	June 21, 2012
<b>Responsible Office</b>	Office of the Vice President of Planning, Budget, and Human Resources		

### 1.0 PURPOSE

**1.1** Utah Valley University strives to hire and retain knowledgeable and competent staff employees. This policy establishes guidelines under which a University staff employee serves a period of time in order to both demonstrate the ability to perform the duties and fulfill the responsibilities of the position. This policy outlines the processes by which the University manages employees in a probationary employment status.

### 2.0 REFERENCES

**2.1** UVU Policy 156 *Grievances*

### 3.0 DEFINITIONS

**3.1 At-will employment:** Employees designated as at-will have no assurance of continued employment and may be dismissed without a statement of cause, without advanced notice, and without the right to appeal, provided the termination does not violate federal or state law.

**3.2 Benefits-eligible:** Positions in which the employee is eligible to enroll in University medical, dental and retirement benefit programs.

**3.3 Exempt employee:** The classification of employees, excluding faculty and executives, who are exempt from the wage and hour provisions of the *Fair Labor Standards Act*.

**3.4 Nonexempt employee:** The classification of employees who are paid either by a wage rate or by a salary that is based on a per hour wage rate and who receive time and a half for hours worked beyond 40 hours a week in compliance with the *FLSA*.

**3.5 Probationary period:** The period of initial employment that provides the employee and the University the opportunity to assess the employee's ability to perform the duties and fulfill the responsibilities of the position.

**3.6 Supervisor:** A University employee charged with the responsibility for managing others' performance, including conducting performance evaluations.



## **4.0 POLICY**

**4.1** All, benefits-eligible nonexempt and exempt staff employees shall serve a probationary period upon initial hire at the University in a benefits-eligible staff position. During this time their work performance and general suitability for University employment shall be evaluated.

**4.2** The probationary period is six months of continuous service. Extension of the probationary period for a specific time period, not to exceed an additional six months, may be requested by supervisors for employees who have not achieved, but are making satisfactory progress toward achievement of, the required standards of performance. Benefits-eligible staff employees who are rehired through the University's selection procedures following a break in employment shall complete a new probationary period.

**4.3** Employment during the probationary period is considered at-will. Any termination decision during the probationary period is at the discretion of the supervisor in consultation with his or her second-level supervisor and the Associate Vice President of Human Resources, or designee.

**4.4** Employees in a probationary status are not eligible to apply for other University positions without written authorization from their immediate supervisor.

**4.5** Temporary and part-time hourly staff employees do not serve a probationary period as employment in these positions is considered at-will.

## **5.0 PROCEDURES**

### **5.1 Probationary Period Evaluations**

**5.1.1** Prior to the conclusion of the probationary period, the supervisor shall provide the probationary employee a written evaluation of his or her performance. Upon satisfactory completion of the probationary period, the supervisor shall inform the employee and the Associate Vice President of Human Resources, or designee, in writing.

**5.1.2** If a staff member is proving unsuitable for the job, the supervisor shall discuss the employee's work performance with his or her second-level supervisor in consultation with the Associate Vice President of Human Resources, or designee. This contact shall be made as early as possible during the probationary period. The Associate Vice President of Human Resources or designee will provide advice and guidance on appropriate procedures to follow in extending the probationary period or terminating the probationary employee.

### **5.2 Employee Responsibilities during the Probationary Period**

**5.2.1** During the probationary period, the employee is responsible for 1) understanding the performance expectations established for the position; 2) performing duties of the position in accordance with established expectations; 3) actively discussing performance with the supervisor throughout the probationary period; and 4) following University guidelines regarding the probationary period.



5.2.2 An employee may resign during the probationary period without advance notice; however, to provide for a smooth exit transition, employees are encouraged to notify their supervisor in advance.

**5.3 Supervisor Responsibilities during the Probationary Period**

5.3.1 Typically during the first 30 calendar days of the probationary period, the supervisor should 1) explain the purpose of the probationary period to the staff member; 2) provide the staff member with a copy of the staff member's job description; and 3) explain the expectations regarding performance in the new position; and 4) follow University guidelines regarding the probationary period.

**5.4 Extension of the Probationary Period**

5.4.1 With prior approval from the second-level supervisor in consultation with the Associate Vice President of Human Resources, or designee, the supervisor may extend the probationary period of the probationary employee for up to six months. The request for extension must be made at least 14 calendar days prior to the end of the probationary period. The supervisor shall inform the staff member in writing of the extension of the probationary period. A copy of this written notification shall be sent to Human Resources. This process must be completed prior to the end of the staff member's initial probationary period.

5.4.2 During the extended probationary period, the supervisor will continue to assess and provide feedback to the staff member in areas where improvement is needed. If performance remains unsatisfactory during the extended probationary period, the supervisor shall contact the Associate Vice President of Human Resources, or designee. The Associate Vice President of Human Resources, or designee, will provide advice and guidance on appropriate procedures for terminating the probationary employee.

**5.5 Termination of Employment**

5.5.1 If the staff member proves unsuitable for the position, employment should be terminated by his or her supervisor prior to the end of the probationary period following appropriate University procedures.

5.5.2 A probationary employee who may perceive that their individual rights have been violated with respect to the termination or that they have been treated unfairly or in a prejudicial manner may file a grievance following the procedures outlined in UVU Policy 156 *Grievances*.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity