

Human Resources Classified Staff Policy and Procedures

Policy # 112.0

Effective: 09/88

Revised: 9/1/09

Section: Employment

Subject: Probationary Periods

Reference: Arizona Board of Regents Policy 6-405

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POLICY

A person hired for any Regular Classified Staff position expected to continue for at least six (6) months at .50 FTE or greater shall serve a probationary period.

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The probationary period allows the supervisor time to assess the employee's qualifications, performance, and general suitability to successfully meet position requirements and standards. It likewise provides the employee with the opportunity to experience the University, the department and the position and to determine whether the position meets his or her expectations.

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Accordingly, to successfully complete the probationary period, the employee must attend work as scheduled during the six (6) month period. Any absences or non-work periods, whether paid or unpaid, foreseen or unforeseen, may not count toward completion of the probationary period in the sole discretion of the supervisor. The supervisor will notify the employee in writing of any changes to his/her probationary period end date.

Prior to the termination of a probationary Regular Classified Staff employee for a serious violation of the University Classified Staff Rules of Conduct, and/or Arizona Board of Regents (ABOR), or University policy, rules and regulations, and/or departmental rules, the responsible administrator shall contact Human Resources.

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Upon successful completion of the probationary period, a Regular Classified Staff employee shall be continued in University employment contingent on availability of funds, satisfactory performance of duties, a continued need for the employee's services and/or position and compliance with all ABOR and University policies, rules and regulations.

INITIAL PROBATIONARY PERIOD

A newly hired or rehired Regular Classified Staff employee will serve an initial probationary period of six (6) months. Initial probationary periods of greater than six (6) months may be established for certain classifications with the prior approval of the Vice President for Human Resources. The employee will be provided written notice of a longer probationary period.

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A University employee who changes to Regular Classified Staff from another employment category, including but not limited to appointed personnel or Ancillary Classified Staff, will serve a six (6) month initial probationary period starting on the effective date of the move to a Regular Classified Staff position.

Prior to the employee's successful completion of the six (6) month initial probationary period, a Regular Classified Staff employee is considered an "at will employee" and the University and the employee have the right to terminate the employment relationship at any time for any reason that does not violate public policy. In such event, advance notice to the other party, when feasible, is a courtesy, but is not required.

PROMOTION/TRANSFER PROBATIONARY PERIOD

A Regular Classified Staff employee who is promoted or transferred through a competitive recruitment process will serve a six (6) month probationary period in the new position from the date of the promotion/transfer.

In the event the employee does not meet job requirements and/or performance standards during the promotion/transfer probationary period, the supervisor will issue a performance improvement memorandum as early in the probationary period as possible that contains the following:

1. Specific nature of the problem(s), including specific examples.
2. Corrective action(s) required, including the specific and reasonable standards related to the problems.
3. Notice that failure to remedy the performance problems will result in termination of employment on or before the end of the promotion/transfer probationary period.

If sustained satisfactory performance is not achieved following the performance improvement memorandum, the supervisor may terminate the employment relationship during the promotion/transfer probationary period as a probationary termination and inform the employee with a [Promotion/Transfer Probationary Termination Notice](#). The supervisor may consult with HR Consulting Services prior to issuing the Promotion/Transfer Probationary Termination Notice.

A copy of the Promotion/Transfer Probationary Termination Notice shall be sent to Human Resources Employee Records. The employee's departmental business office will generate an online University termination report on the effective date of the termination of the employment relationship.

TIME IN POSITION REQUIREMENT

An employee must satisfactorily complete the applicable (6) month probationary period as a time in position requirement prior to seeking employment in another University department.

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REEMPLOYMENT PROBATIONARY PERIOD¶
An individual who is reemployed by the University as a Regular Staff employee serves a six (6) month probationary period from the date of reemployment.¶
WAIVER OF PROBATIONARY PERIOD¶

Upon request of the responsible dean, director, or department head, the probationary period may be waived by the Associate Vice President for Human Resources for employees reemployed in the same job classification previously held with the University or those who change to a Regular Staff position from another employment status.¶
Such a waiver releases the employee only from the probationary period as defined above. Other time-in-position requirements, such as those for interdepartmental promotion and transfer and eligibility to receive pay for vacation remain in force.

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Failure to satisfactorily meet the job requirements or performance standards at the end of the three (3) month probationary period may result in an extension of the probationary period for 30 days. During this time the employee shall be permitted to:¶
<#>seek transfer to a position in a classification previously held in which the employee's performance met the job requirements, and/or; ¶
<#>further attempt to perform satisfactorily the duties of the current position. ¶

If such extension is granted, the employee shall be informed by memorandum that (1) the promotion/transfer probationary period has been extended 30 days to permit the employee to seek transfer within the University, and (2) if th

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Exceptions to this time in position requirement on seeking other University employment may be made for the convenience of the University as determined by the Vice President for Human Resources (or designee) upon written request by the requesting department head. Time served in the former position does not apply to the new position. If, at the time of the promotion/transfer, the employee:

- is in the initial probation period, the employee will serve a full initial probation period in the new position; or
- is in the promotion/transfer probation period, the employee will serve a full promotion/transfer probation period in the new position.

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If during the promotion/transfer probationary period the employee does not meet job requirements or performance standards, the employee must be notified in writing of the specific performance problems and the remedies which must be effected within the promotion/transfer probationary period. In no event shall an employee receive less than 30 days notice of performance problems and remedies. A copy of this memorandum shall be sent to Human Resources.

Failure to satisfactorily meet the job requirements or performance standards at the end of the three (3) month probationary period may result in an extension of the probationary period for 30 days. During this time the employee shall be permitted to:

seek transfer to a position in a classification previously held in which the employee's performance met the job requirements, and/or;
further attempt to perform satisfactorily the duties of the current position.

If such extension is granted, the employee shall be informed by memorandum that (1) the promotion/transfer probationary period has been extended 30 days to permit the employee to seek transfer within the University, and (2) if the employee is unsuccessful in obtaining another position by the end of that time and is still not meeting job requirements of the current position, she or he will be placed on administrative layoff status.

If the 30-day extension is not granted, failure to satisfactorily accomplish position requirements by the end of the transfer/promotion probationary period will result in immediate administrative layoff and the employee shall be so informed by memorandum.

A copy of either memorandum shall be sent to Human Resources.

ADMINISTRATIVE LAYOFF STATUS - PROCEDURE

A department may place an employee on administrative layoff status for **one year**, as outlined above, by completing a Termination Report Form and forwarding it to the Associate Vice President for Human Resources. Employees on administrative layoff status shall have all rights, privileges, and responsibilities of layoff status as outlined in [Policy #405.0](#), Layoff/Reduction in Force, with the exception of recall/reemployment rights.