

Human Resources Classified Staff Policy and Procedures

Policy #: 123.0

Effective: 1/00

Revised: 9/1/09

Section: Employment

Subject: Time in Position Requirement

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Deleted: Revised: 6/01
Established

**This policy content has been consolidated into Classified Staff Policy #112.0 on
Probation Periods.**

Deleted: POLICY¶

In order to ensure continuity of service operation, newly hired Regular Classified Staff and Extended Temporary Employment employees must complete their six (6) month **initial or reemployment probation period** before seeking employment with another University department.¶

Regular Classified Staff employees serving a transfer/promotion probation must complete their three (3) month probationary period before seeking employment with another University department.¶

Exceptions to time in position requirements are made for the convenience of the University as determined by the Associate Vice President for Human Resources (or designee) upon receipt of a written request by the requesting department head.¶

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