

Chapter 67: Probationary periods

3335-67-01 Nature of the probationary period.

- (A) Employees serve a probationary period following:
 - (1) An original classified appointment (either by appointment from an eligible list, or provisionally);
 - (2) A promotion; or
 - (3) A lateral change from one classification to another outside of the classification series.
- (B) Employees whose titles are changed through the reclassification process do not serve a new probationary period.
- (C) If an employee's job performance does not meet the expectations of the position following an original appointment, lateral change outside of the employee's classification series, or promotion, then
 - (1) Following an original appointment, an employee may be terminated at any time during the probationary period; or
 - (2) Following a promotion or a lateral change outside of the employee's classification series, an employee may be returned to the former classification at any time during the probationary period.
- (D) When an employee is terminated or returned to the former classification during the probation period, the university shall send a written notice to the employee. This termination or return to the former classification is not subject to appeal.
- (E) Any employee terminated from employment during a probationary period, except when terminated for cause, may be restored to the eligible list at the discretion of the Office of Human Resources.
- (F) An employee terminated from employment during a probationary period, except when terminated for cause, is not eligible to reapply for the same or higher classification for a period of one year from the termination date unless restored to the eligible list at the discretion of the Office of Human Resources.
- (G) Any employee terminated for cause from university employment is permanently ineligible for re-employment with the university.

3335-67-02 Length of the probationary period.

The probationary period for regularly and provisionally appointed full time and part time classified civil service employees is one hundred eighty calendar days. Longer probationary periods, not to exceed one year, may be specified by the university. Time spent on unpaid leaves of absence or layoff is not credited as part of the probationary period.