

## Chapter 67: Probationary Periods

### 3335-67-01 Nature of the probationary period.

- (A) Employees serve a probationary period following:
  - (1) An original classified appointment;
  - (2) A promotion to another classified appointment; or
  - (3) A lateral change from one classification to another outside of the classification series.
- (B) Employees that serve at the discretion of the appointing authority (e.g. emergency, intermittent, temporary) do not serve a probationary period and are not eligible for certification.
- (C) Employees whose titles are changed through the reclassification process do not serve a new probationary period.
- (D) An employee shall be provided with coaching and feedback during the probationary period.
- (E) An employee shall be provided with a performance review prior to the end of the probationary period. An employee who is terminated before the end of the probationary period of the original appointment is not required to receive a performance review.
- (F) 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.
- (G) When an employee is terminated or returned to the former classification during the probationary period, the university shall send a written notice to the employee. This termination or return to the former classification is not subject to appeal.

- (H) An employee terminated from employment during a probationary period is not eligible to reapply for the same or higher classification for twelve months from the termination date unless an exception is granted at the discretion of the office of human resources.
- (I) An employee terminated from university employment may be ineligible for reemployment with the university. (B/T 6/14/82, 6/22/97, 7/1/2001, 2/5/2010, 4/8/2011)

**3335-67-02 Length of the probationary period.**

- (A) The probationary period for full time and part time employees is one hundred eighty days. Longer probationary periods, not to exceed twelve months, may be specified by the university.
- (B) The probationary period is completed at midnight of the one hundred eightieth day. For longer probationary periods, probation is completed at midnight of the last day of the probationary period.
- (C) Time spent on paid leaves that exceed two weeks, unpaid leave, or layoff are not credited as part of the probationary period. (B/T 6/14/82, 6/22/97, 2/5/2010, 4/8/2011)