



Probationary Period Policy 5.10

Office of Human Resources

Applies to: Classified civil service and bargaining unit staff

POLICY

Issued: 10/01/1973
Revised: 07/01/2001
Edited: 09/06/2002

A probationary period is required for classified civil service and bargaining unit staff in order to review performance during the initial phase of employment.

POLICY GUIDELINES

I. Probationary Periods for Employees Represented by Bargaining Units

Probationary periods for employees represented by bargaining units are established in accordance with terms of applicable collective bargaining agreements.

II. Serving Probationary Periods

Probationary periods are served:

- A. Upon initial appointment or promotion to a position, except when a position is reclassified.
- B. Upon rehire after resignation or termination, except for reinstatement to the former position
- C. Upon lateral transfer to a different classification outside the classification series (refer to Policy [3.10](#), Classification and Salary Administration).

III. Conditions of Probationary Period

- A. A staff member serving an initial or promotional probationary period is not eligible to apply for other University positions.
- B. A demoted staff member does not serve a probationary period. However, civil service certification must be obtained in the new classification before the staff member is eligible to apply for other University positions.
- C. Time spent on leaves of absence or layoff is not calculated as part of the probationary period.

IV. Performance Review, Demotion, and Termination

- A. Typically, probationary performance reviews should be conducted during the second half of the probationary period.
- B. A staff member whose performance is unsatisfactory following initial hire may be terminated.
- C. A staff member whose performance is unsatisfactory following a promotion may be demoted to the former classification.
- D. The effective date of termination or demotion must be prior to completion of the probationary period. A performance review should accompany the request for termination or demotion.
- E. A staff member may be terminated or demoted only by direct action of the University's appointing authority.
- F. Terminations or demotions from a probationary period can not be appealed to the [State Personnel Board of Review](#).



Probationary Period Policy 5.10

Office of Human Resources

Applies to: Classified civil service and bargaining unit staff

- G. A demoted staff member may be returned to the former position if the position is vacant. If a transfer to the former position cannot be made, the employee will be retained by the current employing department at the demoted classification until a transfer can be arranged.

PROCEDURE

Issued: 10/01/1973
Revised: 07/01/2001
Edited: 09/06/2002

I. Length of Probationary Period

- A. The probationary period for bargaining unit members is determined by the contract agreement.
- B. The probationary period for non-bargaining civil service staff is 180 calendar days, regardless of percentage of appointment or appointment category (e.g., regular, seasonal).
- C. The Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#), may determine the length of probationary period, up to one year, within the classification specification of specific titles. The following classifications have defined probationary periods that exceed 180 calendar days.
1. Security Officer has a one-year probationary period.
 2. Traffic Control Officer 1 has a one-year probationary period.
 3. University Law Enforcement Officer (ULEO) has a one-year probationary period.

II. Removal or Demotion during a Probationary Period

- A. As appointing authority for classified civil service appointments, notice of removal or demotion must be issued from the Office of Human Resources, [OHRC](#), prior to the last day of the probationary period.
- B. A letter of request for a probationary removal or demotion and a copy of the probationary review should be forwarded from the employing unit to the Office of Human Resources, [OHRC](#), as soon as possible, but no later than two weeks prior to the end of the probationary period.
- C. Additional information and assistance is available from the Office of Human Resources, [OHRC](#).

RESOURCES

For consultation:

- Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#)
(614) 292-2800, ohrc@hr.osu.edu

For more information:

- Human Resources Policy [3.10](#), Classification and Salary Administration
- State Personnel Board of Review state.oh.us/pbr