Probationary Period, 5.10
University Policy

Applies to: Classified civil service and bargaining unit staff

Responsible Office Office of Human Resources

POLICY
Issued: 10/01/1973
Revised: 03/15/2021 (minor revision)

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

Purpose of the Policy
To outline the requirements for staff and departments when staff members are required to serve a probationary period.

Policy Details
I. Probationary Periods for Staff Represented by Bargaining Units
   A. Probationary periods for staff represented by bargaining units are established in accordance with terms of applicable collective bargaining agreements.

II. Serving Probationary Periods
   A. Probationary periods are served upon:
      1. Original appointment.
      2. Promotion, except when a position is reclassified.
      3. Rehire after resignation or termination, except for reinstatement or re-employment within one year of separation of service to the former classification for which the individual is certified.
      4. Lateral change to a different classification outside the classification series; refer to the Salary Administration & Classification 3.10 policy.
   B. Probationary periods are not served:
      1. When a position is reclassified.
      2. Upon reinstatement or re-employment within one year of separation of service to the former classification for which the individual is certified.
      3. Upon demotion.
      4. Upon reinstatement from disability separation to the same classification.

III. Conditions of Probationary Period
   A. 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.
   B. Time spent on paid leaves that exceed two weeks, unpaid leave or layoff is not calculated as part of the probationary period.

IV. Performance Management, Demotion and Termination
   A. A manager in the employing unit must provide coaching and feedback to a staff member during the probationary period.
   B. A manager in the employing unit must ensure a staff member receives a performance review during the probationary period unless they are terminated prior to the end of the probationary period of the original appointment. The performance review is typically conducted during the second half of the probationary period.
   C. A staff member whose performance is unsatisfactory during an original appointment will be terminated.
Applies to: Classified civil service and bargaining unit staff

D. A staff member whose performance is unsatisfactory following a promotion will be returned to the former classification.
E. The effective date of termination or demotion must be by the last day of the probationary period. A performance review must accompany the request for termination or demotion.
F. A staff member may be terminated or demoted only by direct action of the Office of Human Resources, Employee and Labor Relations.
G. Terminations or demotions from a probationary period cannot be appealed to the State Personnel Board of Review.
H. A staff member who does not pass probation following a promotion will be returned to the former position or previous classification within the former college/VP unit. The employee will be retained by the current employing unit for up to 30 days at the former classification unless placement can be arranged sooner.

PROCEDURE
Issued: 10/01/1973
Revised: 03/15/2021 (minor revision)

I. Length of Probationary Period
   A. The probationary period for bargaining unit members is determined by the collective bargaining agreement.
   B. The Office of Human Resources, Compensation, determines length of probationary periods by classification not to exceed one year.
      1. The standard probationary period for non-bargaining civil service staff is 180 calendar days, regardless of the staff position full-time equivalency (FTE) or position type (e.g., regular, seasonal). The probationary period is completed at midnight of the 180th day.
      2. Classifications with probationary periods that exceed 180 calendar days can be found in Classifications with Extended Probationary Periods. The probationary period is completed at midnight of the last day of the period.

II. Removal or Demotion during a Probationary Period
   A. Notice of removal or demotion must be issued from Employee and Labor Relations or designee by the last day of the probationary period.
   B. The employing unit must submit a Probationary Removal/Demotion Request to Employee and Labor Relations, as soon as possible, but no later than two weeks prior to the end of the probationary period. The request must include a copy of the performance review and/or other relevant documentation.
   C. Employee and Labor Relations will review and approve probationary removal or demotion in accordance with the employee’s classification.
      1. Employee and Labor Relations will provide consultation to employing units regarding the placement of staff members who do not pass probation following a promotion.
   D. Employee and Labor Relations will issue notice of removal or demotion and ensure the termination is initiated in Workday.
   E. Termination of an individual during the original probationary period is effective on the date documented on the notification letter issued by Employee and Labor Relations.

Responsibilities

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<thead>
<tr>
<th>Position or Office</th>
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<td>Office of Human Resources, Compensation</td>
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2. Consult with units regarding placement of staff members who do not pass probation following a promotion.  
3. Issue notice of removal or demotion.  
4. Ensure termination is initiated in Workday. |
| Employing unit/manager                                  | 1. Provide coaching and feedback to a staff member during the probationary period.  
2. Ensure a staff member receives a performance review during the probationary period as set forth in the policy.  

## Resources

**Forms**

**Governance Documents**
- Classification and Salary Administration, Policy 3.10, [hr.osu.edu/public/documents/policy/policy310.pdf](http://hr.osu.edu/public/documents/policy/policy310.pdf)
- University Rules for the Classified Civil Service, [hr.osu.edu/policies-forms/rules-for-ccs/](http://hr.osu.edu/policies-forms/rules-for-ccs/)

**Additional Guidance**

## Contacts

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<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy questions</td>
<td>HR Connection</td>
<td>614-247-myHR (6947)</td>
<td><a href="mailto:HRConnection@osu.edu">HRConnection@osu.edu</a></td>
</tr>
<tr>
<td>Extended probationary periods</td>
<td>HR Connection</td>
<td>614-247-myHR (6947)</td>
<td><a href="mailto:HRConnection@osu.edu">HRConnection@osu.edu</a></td>
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## History

| Issued: 10/01/1973   | Applies to university non-faculty staff |
| Revised: 10/01/1980 |
| Revised: 07/01/1985 |
| Revised: 03/1993   |
| Revised: 07/25/1994| Changed to applies to classified civil service and bargaining unit employees |
| Edited: 10/31/1997 | Changed to applies to classified civil service staff |
| Revised: 04/05/2000|
| Revised: 07/01/2001|
| Edited: 09/06/2002 | Changed to applies to classified civil service and bargaining unit employees |
| Revised: 04/01/2010|
| Revised: 12/01/2010|
| Revised: 06/01/2011|
| Edited: 04/14/2014 |
| Edited: 01/22/2021 | Added HR Connection contact information |
| Revised: 03/15/2021| Minor revision |