



Applies to: Classified civil service staff

(Staff who are members of a bargaining unit and are covered by a collective bargaining agreement are included in this policy. However, when this policy conflicts with specific terms in the applicable collective bargaining agreement, the language in the collective bargaining agreement will prevail.)

Responsible Office

Office of Human Resources

POLICY

Issued: 10/01/1973

Revised: 11/01/2022 (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.

Definitions

Table with 2 columns: Term and Definition. Rows include Certified status, Demotion, First position, Full-time equivalency (FTE), Lateral job change, Probationary period, Promotion, Reclassification, and Unit.

Policy Details

- I. Serving Probationary Periods
A. Probationary periods are served upon:
1. First position;
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; and
4. Lateral job change.



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- B. Probationary periods are not served:
  - 1. When a reclassification of a position occurs.
  - 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.
  
- II. Conditions of Probationary Period
  - A. A demoted staff member does not serve a probationary period. However, civil service **certified status** must be obtained in the new classification before the staff member is eligible to apply for other university positions.
  - B. Time spent on paid time off or other leaves that exceed two weeks, unpaid leave or layoff is not calculated as part of the probationary period.
  
- III. Performance Management, Demotion, and Termination
  - A. A manager in a **unit** must provide coaching and feedback to a staff member during their probationary period.
  - B. A manager in a unit must ensure a staff member receives a performance review during their probationary period unless they are terminated before their probationary period ends.
  - C. A staff member whose performance is unsatisfactory during a first position will be terminated.
  - D. A staff member whose performance is unsatisfactory following a promotion or lateral job change will be returned to their former classification.
  - E. The effective date of termination or demotion must be by the last day of their probationary period. Justification and supporting documentation, when applicable, 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 or lateral job change will be returned to their former position or previous classification within the former 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.
  - I. A staff member who does not pass probation following a promotion or lateral job change will not be returned to their former position or previous classification within their former unit while they are subject to corrective action in accordance with the [Corrective Action and Involuntary Termination 8.15 policy](#) due to serious misconduct.

## PROCEDURE

Issued: 10/01/1973

Revised: 11/01/2022 (minor revision)

- I. Length of Probationary Period
  - A. The Office of Human Resources Compensation (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.



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- 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 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. Units must consult with Employee and Labor Relations regarding the placement of staff members who do not pass probation following a promotion or lateral job change.
    - 2. Units must consult with Compensation to ensure that the staff member is returned to the proper classification and rate of pay.
  - 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 their first position probationary period is effective on the date documented on the notification letter issued by Employee and Labor Relations.

**Responsibilities**

Position or Office	Responsibilities
Compensation	Determines length of probationary periods by classification not to exceed one year.
Employee and Labor Relations	<ol style="list-style-type: none"> <li>1. Issue notice of removal or demotion as set forth in the policy</li> <li>2. Review and approve Probationary Removal/Demotion Requests in accordance with the employee’s classification.</li> <li>3. Consult with units regarding placement of staff members who do not pass probation following a promotion or lateral job change.</li> <li>4. Ensure termination is initiated in Workday.</li> </ol>
Manager in a unit	<ol style="list-style-type: none"> <li>1. Provide coaching and feedback to a staff member during their probationary period.</li> <li>2. Ensure a staff member receives a performance review during their probationary period as set forth in the policy.</li> </ol>
Unit	<ol style="list-style-type: none"> <li>1. Submit a Probationary Removal/Demotion Request to Employee and Labor Relations as set forth in the policy.</li> <li>2. Consult with Employee and Labor Relations regarding placement of staff members who do not pass probation following promotion or lateral job change.</li> <li>3. Consult with Compensation regarding proper classification and pay of staff members who do not pass probation following promotion or lateral job change.</li> </ol>

**Resources**

Forms

Probationary Removal/Demotion Request Form, [hr.osu.edu/wp-content/uploads/form-probationary-removal-request.pdf](http://hr.osu.edu/wp-content/uploads/form-probationary-removal-request.pdf)

Governance Documents

Staff Compensation, 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

Classifications with Extended Probationary Periods, [hr.osu.edu/public/documents/policy/resources/extprobper.pdf](http://hr.osu.edu/public/documents/policy/resources/extprobper.pdf)

Improving My Performance Employee Guide, [hr.osu.edu/public/documents/policy/resources/improveperf-eeguide.pdf](http://hr.osu.edu/public/documents/policy/resources/improveperf-eeguide.pdf)

Performance Improvement and Corrective Action, [hr.osu.edu/services/elr/performance-improvement-corrective-action](http://hr.osu.edu/services/elr/performance-improvement-corrective-action)



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**Contacts**

<b>Subject</b>	<b>Office</b>	<b>Telephone</b>	<b>E-mail/URL</b>
Policy questions	HR Connection	614-247-myHR (6947)	<a href="mailto:HRCconnection@osu.edu">HRCconnection@osu.edu</a>
Additional compensation paid from sponsored research projects	Office of Sponsored Programs	614-292-3815	<a href="http://osp.osu.edu">osp.osu.edu</a>

**History**

Issued:	10/01/1973	Applies to university non-faculty staff
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Edited:	07/28/1998	
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Edited:	01/22/2021	Added HR Connection contact information
Revised:	03/15/2021	Minor revision
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