



Applies to: Classified civil service and bargaining unit staff

POLICY

Issued: 10/01/1973

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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.

POLICY DETAILS

I. Probationary Periods for Staff Represented by Bargaining Units

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 Policy [3.10](#), Classification and Salary Administration.

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 staff member serving a 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 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. Staff must receive coaching and feedback during the probationary period.
- B. Staff must receive 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.
- D. A staff member whose performance is unsatisfactory following a promotion will be returned to the former classification.



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- 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 university's appointing authority.
- 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

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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 and Classification](#), 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 percentage of appointment or appointment category (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. As appointing authority for classified civil service appointments, notice of removal or demotion must be issued from the Office of Human Resources, [Employee Relations](#) or designee by the last day of the probationary period.
- B. A letter of request for a probationary removal or demotion and a copy of the performance review must be forwarded from the employing unit to OHR [Employee Relations](#), as soon as possible, but no later than two weeks prior to the end of the probationary period.
- C. Termination of an individual during the original probationary period is effective on the day of notification. Employment and compensation cease on that day.
- D. Additional information and assistance is available from OHR [Employee Relations](#).



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Responsibilities

Position or Office	Responsibilities
Office of Human Resources	<ul style="list-style-type: none"> A. Review and approve requests for termination and demotion of probationary staff. B. Terminate or demote staff during the probationary period. C. Consult with units and determine placement of staff members who do not pass probation following a promotion. D. Approve requests for probationary periods in excess of 180 days for specific classifications. E. Issue notice of removal or demotion.
College/VP Unit	<ul style="list-style-type: none"> A. Ensure that managers and supervisors provide on-going coaching and feedback. B. Submit request for probationary removal or demotion, including rationale and a signed and issued performance review. C. Ensure probationary staff receives notification of termination or demotion. D. Ensure employment and compensation terminates the date of notification of termination in the case of termination during the initial probationary period.
Supervisor	<ul style="list-style-type: none"> A. Manage staff performance. B. Provide coaching, feedback and probationary review during the probationary period.

Resources

Classification and Salary Administration, Policy 3.10, hr.osu.edu/public/documents/policy/policy310.pdf
 Classifications with Extended Probationary Periods, hr.osu.edu/public/documents/policy/resources/extprobper.pdf
 Improving My Performance Employee Guide, hr.osu.edu/public/documents/policy/resources/improveperf-eeguide.pdf
 University Rules for the Classified Civil Service, hr.osu.edu/policies-forms/rules-for-ccs/

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Employee Relations, Office of Human Resources	614-292-2800	hr-elr@osu.edu hr.osu.edu/services/elr/
Extended probationary periods	Compensation and Classification, Office of Human Resources	614-292-2800	hrcompensation@osu.edu hr.osu.edu/services/compensation/

History

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