Probationary Period, 5.10 Minor Policy Revision
Summary of Changes Effective March 15, 2021

Current Probationary Period, 5.10.

Summary of Changes

- Added a "Purpose of the Policy" statement (p. 1) and reorganized the policy throughout to be consistent with the university policy template.
- Clarified that managers in the employing unit provide coaching, feedback, and a performance review during the probationary period. (Policy Details IV, p.1)
- Added a link to Probationary Removal/Demotion Request form. (Procedure II.B, p. 2)
- Clarified that Employee and Labor Relations issues the notice of removal or demotion and ensure the termination is initiated in Workday (Procedure II, p. 2)
- Updated and aligned the Procedure section with the Responsibilities table for consistency throughout.
- Added additional links to Resource section. (p. 3)