

Introductory Provisional Period

All new employees are subject to a provisional employment period starting from the date of hire or change of position. A provisional period is a mutual evaluation time for the person in the position and the supervisor/department chair of the person's performance in the position.

Employment may be terminated by either party at any time during this initial period without prior notice. Termination of administrative employees requires approval of the appropriate vice president. Leave time is accrued from the date of hire. Employees in their provisional period are eligible for bereavement leave, paid holidays, including a floating holiday if hired before August 1, and paid leave for University closings. Employees who are terminated during their provisional period will not receive a payout of their unused vacation leave.

Staff Employees

The provisional period for staff employees is 90 calendar days. A designee from the human resources generalist services unit will notify the supervisor/department chair before the provisional period expires to evaluate the employee's general productivity, dependability, cooperation, job knowledge and initiative. This evaluation determines whether or not the employee should be given regular status, be given an extended provisional period up to 30 calendar days, or be terminated. Staff employees may begin to use their paid leaves upon successful completion of their provisional period. Staff employees hired after February 1 may lose their personal leave if it is not taken by the end of the last full pay period in June. To alleviate this situation, those employees may use their personal leave during their provisional period. All leave requests must be approved by the supervisor/department chair.

Administrative Employees

The provisional period for administrators is 180 calendar days. A designee from the human resources generalist services unit will notify the supervisor/department chair before the provisional period expires to evaluate the employee's general productivity, dependability, cooperation, job knowledge and initiative. This evaluation determines whether or not the employee should be given regular status, be given an extended provisional period of up to 180 calendar days, or be terminated. Administrative employees may begin using paid sick leave after 90 days, and other paid leave upon successful completion of their provisional period.