

University Enterprises, Inc. Policies and Procedures		Policy No. 020
Section:	Human Resources	
Policy:	Probationary Period	
Revised Date:	December 11, 1998	

Probationary Period

I. PURPOSE

To establish the definition and provide guidelines for employees' probationary periods.

II. SCOPE

This policy applies to all regular University Enterprises, Inc. (UEI) employees.

III. POLICY

- A. The probationary period is a step in UEI's hiring process. It allows the probationary employee and UEI an opportunity to determine if the employee is suited for the job. University Enterprises, Inc. will use the probationary period to continue its assessment of an applicant for regular at-will employment.
- B. The customary initial probationary period for non-exempt employees is the first six months of employment during which an employee serves at the will or the pleasure of UEI. The probationary employee may be dismissed without prior notice and without cause.
- C. The customary initial probationary period for exempt employees is the first twelve months of employment during which an employee serves at the will or the pleasure of UEI and may be dismissed without prior notice and without cause.
- D. A probationary employee shall not have the right to use the grievance or complaint policy concerning the termination. However, all employees regardless of status are protected from unlawful harassment and discrimination.
- E. A probationary employee shall receive the benefits afforded regular employees in the same position, (subject to the terms, conditions, and limitations of each benefit program), except for Educational Assistance benefits. (See Policy No. 130 - Educational Assistance.)
- F. A probationary employee shall be eligible to apply for Educational Assistance upon the successful completion of his or her probationary period, subject to the terms, conditions, and limitations as listed in Policy No. 130 - Educational Assistance.

IV. PROCEDURE AND RESPONSIBILITIES

- A. Before offering a person a regular, at-will, full-time or part-time position, UEI shall employ that person as a probationary employee for a period of at least six months if non-exempt or a period of at least twelve months if exempt.
- B. A department director or employee may request that the probationary period be extended. The Executive Director or designee may extend the probationary period beyond the time limits noted above.
- C. If a present employee voluntarily accepts a different position with UEI, he or she must serve an additional probationary period associated with the new position. All the other provisions noted in this policy will apply.

- D. At the end of a probationary period, if the employee has successfully completed the probationary period he or she may be offered regular at-will employment. Supervisors are expected to complete probationary employees evaluations in a timely manner.

V. RELATED POLICIES

- Policy No. 130 Educational Assistance
Policy No. 215 Salary Program Administration - Regular Employees
Policy No. 305 Performance Appraisal
Policy No. 315 Promotion
Policy No. 705 Complaint Procedure