Evaluation Period for New or Promoted Employees

PA/SS 3.4

Revised July 1, 2006

Employees covered by this policy
This policy applies to Professional Staff and Support and Service Staff not covered by a union.

A. Purpose
The purpose of the new-employee evaluation period for new or promoted employees is to ensure that an employee can satisfactorily fulfill the demands of a position. It is not part of any disciplinary procedure.

B. Evaluation time periods

1. Professional staff positions
   All staff in positions with this classification serve an evaluation period of six months at the time of appointment or promotion.

   a. A department or campus may establish an evaluation period of one year for such positions if it feels that it is appropriate for the work performed. Depending on campus-specific procedures, this may require approval from the campus human resources office. The employee should be informed at the start of his or her employment or promotion.

2. Support and Service staff positions
   All Support and Service Staff (except police officers) serve an evaluation period of four months at the time of their appointment or promotion.

   a. A department or campus may establish an evaluation period of six months for such positions if it feels that it is appropriate for the work performed. Depending on campus-specific procedures, this may require approval from the campus human resources office. The employee should be informed at the start of his or her employment or promotion.

   b. Police officers serve a one-year evaluation period at the time of their initial appointment or promotion as a police officer. Thereafter, police officers who are promoted to a higher level police officer position will serve a six month evaluation period.

3. All newly appointed or promoted staff should receive a performance progress report at least halfway
through the evaluation period.

C. Completion of the evaluation period

1. At any time, but no later than its scheduled end date, the evaluation period may be stopped and the employee informed whether or not it has been successfully completed.
2. When it is felt that a promoted employee may not successfully complete the evaluation period, the Corrective Action policy provisions on documentation (such as a completed progress report) and on the opportunity to receive and present information and ask questions prior to a final determination are to be applied.

D. Termination of employment during the evaluation period

1. New or promoted employees can be terminated at any time during the evaluation period. If it is decided during the evaluation period to terminate employment, departments are to contact the campus human resources department.
2. The campus human resources department will help determine if a basis for the termination exists, whether the documentation and due process steps of the Corrective Action policy have been taken in the case of a promoted employee, whether more time should be provided, and whether other job opportunities exist that better suit the individual. These determinations will be made before an employee is separated from employment.

E. Extending the evaluation period

All staff

1. At any time during or at the end of the evaluation period departments may decide that an employee has not had sufficient time to satisfactorily complete the period. In these cases, departments may extend the period by informing the employee in writing. (Some campuses may require approval for an initial extension from the campus human resources office.)

Professional staff positions

2. If the evaluation period is extended, the extension should not exceed six additional months. Thus, the total evaluation period should be limited to a maximum of one year. Extensions beyond this limit should be rare and do require the approval of the campus human resources office before informing the employee.

Support and Service staff positions

3. If the evaluation period is extended, the extension should not exceed two additional months. Thus, the total evaluation period should be limited to a maximum of six months. For police officers, the total evaluation period should be limited to a maximum of 14 months. For all Support and Service employees, extensions beyond this limit should be rare and do require the approval of the campus human resources office before informing the employee.

F. Limitations during the evaluation period

1. Grievance procedure
   a. New employees do not have access to the grievance procedure for issues concerning discipline, layoff, or termination. Other issues, however, may be grieved through Stage 3.
   b. Promoted employees who are determined not to be successful and are removed from the position have access to all steps of the grievance procedure.
2. Seniority
   a. A new employee in evaluation status has no seniority until he or she completes the evaluation period. The university seniority date reverts back to the employee's appointment date.
b. A promoted employee retains and continues to accrue university and unit seniority during the evaluation period.

G. Placement opportunities for promoted employees

A promoted employee who fails to meet the standards of the new job and is terminated within the evaluation period will be given preference for up to one year for other positions provided qualifications are met. A promoted employee who voluntarily requests within the evaluation period not to continue in the new position will also be given preference for up to one year for other positions provided qualifications are met. If reemployed within one year of the date of the promotion, the employee’s University Service date will be restored. If reemployed in the previous occupational unit within one year of the date of promotion, the employee’s former seniority date in that unit will be reinstated.

H. Transfers, demotions, reclassifications, or reorganizations

Staff who are transferred or demoted, whose positions are reclassified, or who are placed into another position as the result of a university reorganization are not required to serve another evaluation period.

I. Serving more than one evaluation period

Once an employee has satisfactorily completed the evaluation period, he or she may not be placed on another evaluation period again during a period of continuous appointed employment unless the employee accepts a promotion. However, if the employee has a break in service, the employee must serve an evaluation period again if rehired.