Policies for Support Staff
Represented by CWA, Local 4730 at Bloomington and Northwest

Evaluation Period for New Employees
CWA 10.4

Effective date
Revised July 1, 2006

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Purpose
The purpose of the new-employee evaluation period is to provide assurance that the employee can satisfactorily fulfill the demands of the position.

B. Provisions and departmental responsibilities

1. All employees at the time of their appointment to the university will serve a minimum evaluation period of four (4) months.

2. Every effort should be made to provide a progress report after approximately two months of service. The failure to provide this progress report will not limit the supervisor's right to terminate an employee during the evaluation period.

3. Two weeks prior to the end of the evaluation period, the campus Human Resources office will send the department a New-Employee Evaluation Form. Supervisors of each new employee are responsible for completing and returning the form to Human Resources.
   a. The department should contact Human Resources if this form is not received.
   b. Action must be taken on or before the expiration date.
   c. The failure to receive this form does not negate the supervisor's responsibility to inform all employees whether they have satisfactorily completed the evaluation period.
   d. At this time, every effort should be made to talk with the new employee about their performance.

4. Supervisors may decide at any time during or at the end of the evaluation period that the employee has not had sufficient time to satisfactorily complete the evaluation period. In such cases, the period may be extended by no more than two months.
   a. Documentation of the extension must be made on the New-Employee Evaluation Form. Supervisors
are responsible for completing and returning the form to Human Resources, which will then send a second form to cover the period of the extension.

i. Upon receipt from the department, the campus Human Resources office will provide a copy of the extension notice to the union.

b. At this time, every effort should be made to talk with the new employee about their performance.

5. By the end of the evaluation period, supervisors must inform all appointed employees whether they have satisfactorily completed the evaluation period.

a. Give one copy of the New-Employee Evaluation Form to the employee and retain one copy for the department file.

6. If it is decided at any time during the evaluation period not to continue the new employee's employment, Human Resources should be contacted--before separation from employment is executed--to determine other job opportunities in work better suited to the individual.

7. Employees who are promoted or transferred are not required to serve another evaluation period.

8. The evaluation period is not a part of any disciplinary procedure. Once the evaluation period has been satisfactorily completed, an employee is not required to serve it again.

C. Seniority date

1. During the evaluation period, an employee will have no seniority until the total evaluation period, including extensions, is completed. A university seniority date is established for appointed employees, upon completion of the evaluation period as provided in the Seniority Date/Service Credit policy.

D. Benefits available for use during evaluation period

1. Employees in evaluation status are eligible to use benefits such as accrued vacation and income protection (sick), holidays, tuition benefit, and training and education—provided the eligibility and use is in accordance with the respective policy. A comprehensive list of benefits appears on the chart, "Summary of Benefits for Appointed Staff," located at the back of this manual. See the specific policy for details.

E. Employee limitations during evaluation period

1. An employee in evaluation status is not eligible to use the grievance procedure outlined in the policy, Problem-Grievance Resolution Procedure.

2. Employees in evaluation status are not eligible for terminal pay for accrued vacation until six months of employment is completed.