



HR Related Policies & Procedures

Eff. Date: October 22, 2004

Revised:



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Probationary Periods for Non-Bargaining Employees

COVERED EMPLOYEES

- Full-Time Support

<http://www.ferris.edu/htmls/administration/trustees/boardpolicy/6sub6-0.htm>

BOT POLICY

Sec. 6-104 (1) (c). A support employee's initial appointment shall be for a period of six (6) months, during which time the employee will be considered a probationary employee. Probationary employees are given no assurance of continued employment and their employment may be terminated at any time, with or without notice, and with or without cause. Probationary periods may be extended, with notice to the employee, because of performance, conduct or administrative issues.

Section 6-110 (2). Support Employees and Just Cause. Support employees who have successfully completed probation, may only be terminated for just cause, or for business or economic reasons. A current support employee who seeks and obtains a different position within the University shall be considered probationary in the new position for sixty (60) calendar days. If during such period a decision is made not to continue the employee in the position, the University may elect to return the employee to his or her former position or to terminate the employment (in which case the termination will be deemed to be for business or economic reasons if not specified to be for just cause).

HR PROCEDURES/DESCRIPTION/DEFINITIONS

I. Newly Hired Support Employees

- A. Support employees are considered probationary for the first six months of employment. This probationary period provides the employee an opportunity to evaluate the job and the employment environment. It also allows the supervisor the opportunity to evaluate the employee's skills and performance. During the probationary period the supervisor is required to provide the employee with periodic feedback and evaluation. A written probationary performance evaluation should be provided to the employee prior to the six-

month point of employment. Prior to the employee's six month anniversary, the supervisor must decide to either:

1. Remove the employee from probationary status effective the employee's six month anniversary date;
2. Extend the employee's probationary period for a specific time period and provide the employee with a performance improvement plan, or;
3. Terminate the employee's employment with the University.

II. Support employee position change

A. A current support employee who seeks and obtains a different position within the University shall be considered probationary in the new position for sixty (60) calendar days. During this period, the employee has the opportunity to evaluate the job and the work environment. Similarly, the supervisor has the opportunity to evaluate the employee's skills and performance. During the 60 calendar day period, the supervisor is required to provide the employee with periodic feedback and evaluation. A written probationary performance evaluation should be provided to the employee prior to the 60th calendar day of the new assignment.

B. Prior to the employee's 60th calendar day in the new assignment, the supervisor must decide to either:

1. Remove the employee from probationary status effective the 61st calendar day of the employee's new assignment;
2. Extend the employee's probationary period for a specific time period and provide the employee with a performance improvement plan, or;
3. Discontinue the employee's new assignment by either returning the employee to his/her prior position or terminating the employee's employment with the University.

III. Human Resources will monitor all applicable probationary period deadlines and send notifications to supervisors to ensure appropriate employment decisions are made in a timely manner.

RESPONSIBILITY

Employee: Provide the supervisor with input on the employee's evaluation of the job and employment environment. Follow the supervisor's direction for any necessary performance improvement.

Supervisor: Provide the employee with periodic evaluation and feedback about job performance. Complete written evaluations. Make determination as to employee's probationary status as outlined above.

Human Resources: Track 6 month evaluation dates, extension dates and periods when employee changes positions.

Refer Questions To: *Supervisor or Human Resources*