



UT System Administration Policy Library -- Policy INT131
Probationary Period for Classified Employees

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POLICY STATEMENT

Each newly appointed classified employee of The University of Texas System Administration is required to satisfy a probationary period of six continuous months from the beginning date of employment.

The probationary period is used to ensure that the person selected for a regular position is qualified to satisfactorily perform the job and meets requirements to be a regular employee of The University of Texas System Administration. The probationary period will apply to the first regular classified position held by the employee for six continuous months and will not apply to positions occupied by transfer or promotion.

During the probationary period, the supervisor will carefully evaluate the employee's performance and suitability for employment.

The purpose of the probationary period is to foster a mutual understanding of expectations for the employee and of performance standards for the job.

RATIONALE

The purpose of this policy is to provide supervisors and department heads with information about the intent and requirements of the probationary period for classified employees new to employment with The University of Texas System Administration.

SCOPE

All Offices of UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/int131.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Statutes, Policies & Standards
Board of Regents' Rules and Regulations, Rule 30501	

CONTACTS

If you have any questions about UT System Administration Policy INT 131, *Probationary Period for Classified Employees*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
Human Resources/ Employee Benefits	Office of Employee Services	512-499-4587	esc@utsystem.edu

DEFINITIONS

Regular Employee:

An employee appointed to work twenty hours or more per week for a period of four and one-half consecutive months or longer (135 calendar days).

Classified Employee

An employee occupying a position that does not entail significant instructional responsibilities or responsibilities for the administration of instructional or research organizations.

RESPONSIBILITIES

Supervisor

- Evaluates the employee's performance during the probationary period to ensure that the employee is qualified to satisfactorily perform the job.

- Conducts a departmental orientation for the new employee and ensures he or she completes New Employee Orientation.
- Provides the new employee with a clear description of the job to be performed, develops standards for the job, observes work performance, and provides feedback to the employee.
- Terminates employment of any probationary employee judged not to be competent or otherwise not qualified to continue employment after reviewing facts with Office of Employee Services.

PROCEDURES

1.1 The probationary period is six months in length and is counted in whole calendar months if the employee begins employment on the first of the month; if the employee begins on any other day in the month, six months from that date is counted. For example, if an employee begins employment on September 15, the probationary period will end on March 15.

Any scheduled holidays that occur during the probationary period are considered as part of the probationary period.

If an employee is placed on leave without pay during the probationary period, the probationary period is extended by the same number of days that the employee is on leave.

1.2 The supervisor or designee(s) in the employee's work group will conduct a departmental orientation for the new employee. During the departmental orientation, the supervisor will discuss the purpose of the probationary period and advise the employee of the length of the probationary period and when it will end.

1.3 The supervisor will ensure that the employee completes online New Employee Orientation offered by the Office of Employee Services within sixty days after employment begins.

1.4 The supervisor will provide the new employee with a clear description of the job to be performed, develop standards for the job, observe work performance, and provide feedback to the employee.

1.5 The period is used for the supervisor's observation of a new employee's work performance and to permit the employee to adjust to the job and work conditions. Throughout this period, the supervisor will provide any assistance considered necessary to improve performance or facilitate adjustment.

1.6 The supervisor will evaluate the work performance of a probationary employee after ninety days and again prior to the end of the six-month probationary period. Supervisors will conduct the performance appraisal for employees utilizing the performance management system at <https://www.utsystem.edu/perfprologin>.

1.7 The University of Texas System Administration may terminate the employment of any probationary employee who is judged not to be competent or otherwise not qualified to continue employment. An employee terminated during the probationary period does not have access to the discipline and dismissal policies and procedures of The University of Texas System Administration.

Information about the employee's performance should be documented and submitted to OES for inclusion in the employee's personnel file.

Prior to termination, the administrative official must review the facts of the case with OES.

1.8 Upon completion of the probationary period, an employee will have all privileges of a regular classified employee.

1.9 An employee who is hired on a temporary basis and continues employment without a break in service in a regular position for which he or she has applied will have a probationary period to commence on the first date of regular employment. For example, if an employee working in a temporary capacity becomes a regular employee, the probationary period will begin on the date the employee becomes a regular employee.

FORMS AND TOOLS / ONLINE PROCESSES

None

APPENDIX

None

Keywords: probationary period, performance appraisal, performance evaluation, review process, probation, probation period, HR, human resources
