

**1. Title**

Probationary Period for Classified Employees

**2. Policy**

Sec. 1 Purpose. 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.

Sec. 2 Policy Statement

2.1 Requirement. Each newly appointed classified employee of the U. T. System Administration is required to satisfy a probationary period of six continuous months from the beginning date of employment.

2.2 Applicability. The probationary period is used to ensure that the person selected for a regular position is qualified to satisfactorily perform the job and meets the requirements to be a regular employee of the U. T. 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.

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

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

Sec. 3 Procedures.

3.1 Probationary Period.

(a) The probationary period lasts six continuous months from the beginning date of employment. If the employee begins employment on the first of the month, the probationary period is calculated in whole calendar months of employment. If the employee begins on any other day of the month, the probationary period is calculated for six months from the date of employment.

For example, if an employee begins employment on September 15, the probationary period will end on March 15.

- (b) Any scheduled holidays that occur during the probationary period are considered as part of the probationary period.
  - (c) 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.
- 3.2 Departmental Orientation. 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.
- 3.3 Online Orientation. The supervisor will ensure that the employee completes the New Employee Orientation offered online by the Office of Employee Services (OES) within 60 days from the beginning date of employment.
- 3.4 Job Expectations. 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.
- 3.5 Observation and Assistance. The probationary 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 the probationary period, the supervisor will provide any assistance considered necessary to improve performance or facilitate adjustment.
- 3.6 Evaluation. The supervisor will evaluate the work performance of a probationary employee after 90 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://apps.utsystem.edu/perfprologin>.

3.7 Termination.

- (a) The U. T. System Administration may terminate the employment of any probationary employee who is evaluated and it is determined that the employee is not competent or 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 U. T. System Administration.
- (b) Information about the employee's performance should be documented and submitted to OES for inclusion in the employee's personnel file.
- (c) Prior to termination, the administrative official must review the facts of the case with OES.

3.8 Completion of Probationary Period. Upon completion of the probationary period, an employee will have all privileges of a regular classified employee.

3.9 Transition from Temporary to Regular Employment. 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, which will 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.

**3. Definitions**

Classified Employee - an employee occupying a position that does not entail significant instructional responsibilities or responsibilities for the administration of instructional or research organizations.

Regular Employee - an employee appointed to work 20 hours or more per week for a period of four and one-half consecutive months or longer (135 calendar days).

**4. Relevant Federal and State Statutes, Policies, and Standards**

None

**5. Relevant System Policies, Procedures, and Forms**

[Board of Regents' Rules and Regulations, Rule 30501](#)

[Employee Performance Appraisal](#)

**6. System Administration Office(s) Responsible for Policy**

Office of Employee Services

**7. Dates Approved or Amended**

February 1, 2006

July 8, 2010

October 30, 2012