

Policy Number/Title:	4.45 Probationary Status for Classified and Unclassified Employees
Effective Since:	10/19/2016
Last Revision Approved:	10/19/2016
Responsible Office:	Human Resources

1. Scope:

All classified and unclassified employees appointed to fill established (FTE) positions on a full-time or part-time basis shall normally be required to serve a probationary period of 12 months. The probationary period may not be extended.

2. Definitions:

This section was intentionally left blank.

3. Policy:

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Policy

The probationary period is a working test period which is used to determine whether or not an employee is performing satisfactorily in the position. An employee who receives an overall rating above "Unsatisfactory" prior to the end of the probationary period will obtain covered status as a State employee and permanent status in the class. Employees who do not perform satisfactorily during the probationary period will have their employment terminated.

Employees in probationary status may have their employment terminated at any time, for any reason and without explanation, with no right to appeal through the employee



grievance process or to the State Employee Grievance Committee.

Probationary employees are not eligible for grievance rights (for termination, suspension, demotion, etc.) or for the Employee Educational Assistance Program until attaining permanent status, which occurs after the successful completion of the 12-month probationary period.

4. Procedures:

This section was intentionally left blank.

5. Resources:

This section was intentionally left blank.

6. History of Revisions:

10/19/2016	Minor Revisions
01/01/2010	Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: