

**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN  
OFFICE OF HUMAN RESOURCES  
*POLICY AND PROCEDURES MEMORANDUM***

**PROBATIONARY PERIOD FOR CLASSIFIED EMPLOYEES**

**DATE:** February 1, 2006

**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 individuals new to employment with The University of Texas of the Permian Basin.

**2. POLICY**

Each newly appointed classified employee of The University of Texas of the Permian Basin is required to satisfy a probationary period of six continuous months from the beginning date of employment. This applies to an employee who has satisfied a probationary period at another UT component or UTPB department.

The probationary period is used to ensure that the applicant selected for a position is qualified to perform the job and satisfactorily meets requirements to be a regular employee of The University of Texas of the Permian Basin.

During the probationary period, the supervisor will carefully evaluate the employee's performance and suitability for employment to ensure that the most qualified applicant was selected for the position.

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

**3. PROCEDURES**

**3.1** 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 an employee begins on any other day of the month, six months from that date is counted. Example, 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.

**3.2** 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.

**3.3** The supervisor will ensure that the employee completes New Employee Orientation offered by The University of Texas of the Permian Basin Office when their employment begins.

**3.4** 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.

**3.5** 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 working conditions. Throughout this period, the supervisor will provide any assistance considered necessary to improve performance or facilitate adjustment.

**3.6** 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 must use the standard performance evaluation form to evaluate employees.

**3.7** The University of Texas System of the Permian Basin 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 or the applicable component.

Information about the employee's performance should be documented and submitted to The University of Texas of the Permian Basin Office of Human Resources for inclusion in the employee's personnel file.

Prior to termination, the administrative official must review the facts of the case with The University of Texas of the Permian Basin Office of Human Resources.

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

**3.9** 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 that is retroactive to the first date of continuous employment. Thus, when an employee hired on a temporary basis later becomes a regular employee without having had a break in service of at least one workday, the probationary period begins with the initial date of the temporary employment.

## **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).

## **4. AUTHORITY**

The University of Texas System Regents' *Rules and Regulations*, 30602

## **5. APPLICATION**

This policy applies to The University of Texas of the Permian Basin.