### PROBATIONARY PERIOD PROCEDURES | CAREER POSITIONS

PROBATIONARY PERIOD:

All professional and support staff employees who hold career appointments shall serve a probationary period during which time their work performance and general suitability for University employment shall be evaluated in writing. The probationary period is completed following six months of continuous service at one-half time or more without a break in service. Effective date is either on the first of the month following, or date-to-date, depending on the position title’s personnel program/contract policy.

SUMMARY OF POLICY:

Evaluation:

An Employee Probationary Report form must be completed describing the employee’s work performance during the probationary period at the mid-point (3 months), and upon completion of the probationary period.

Release During Probationary Period:

At any time during the probationary period an employee may be released in accordance with the applicable personnel program policy or collective bargaining agreement (union contract). For more information, please contact Ian Smith with Human Resources/Employee and Labor Relations @ [ijsmith@ucanr.edu](mailto:ijsmith@ucanr.edu).

Extension of Probationary Period:

Under appropriate circumstances, e.g., change of supervisor or transfer to a different job during the probationary period, the probationary period may be extended at the discretion of the department head. See specific personnel program/contract policy or contact Employee and Labor Relations for additional information.

PROCEDURES:

* Human Resources-Staff Personnel provides the supervisor of a new career employee with the Probationary Period Report form for the *Mid-point* review. If the review is to be rated unsatisfactory, the supervisor should contact Ian Smith with Employee and Labor Relations prior to meeting with the employee ([ijsmith@ucanr.edu](mailto:ijsmith@ucanr.edu)).
* Supervisor sends completed Mid-point review form Probationary Period Report to Thang Martin ([tangmar@ucanr.edu](mailto:tangmar@ucanr.edu) ) form prior to end of probationary period.
* Upon completion of the full probation period, the supervisor will notify the employee in writing by completing the Final Evaluation Section on the Probationary Period Report form.
* Supervisor sends Thang Martin ([tangmar@ucanr.edu](mailto:tangmar@ucanr.edu) ) the final Probationary Period Report form.