

UC Davis Personnel Policies for Staff Members

Employment

Section 22, Probationary Period

Date: 8/25/08

Supersedes: 4/1/02

Responsible Department: Human Resources

Source Document: UC PPSM 22

Exhibit A, Probationary Period Report

22.A. GENERAL

Note 1--Clarification. An employee who has attained regular status does not serve a new probationary period if the employee moves to a new position without a break in service. An employee who is laid off and rehired with preference may be required to serve a trial employment period (see Policy 60.F).

Note 2--Release. The employee may be released at any time during the probationary period. See Policy 61 for information on releasing a probationary employee.

Note 3--Authority. Supervisors have the authority to certify the completion of probation. The Employee & Labor Relations analysts provide training, advice, and consultation to departments on all aspects of performance management.

Note 4--Leave of Absence. If there is a leave of absence during probation, the supervisor may calculate the new probationary period end date based on the length of the leave. The supervisor shall give the employee a written notice of the new end date.

Note 5--Use of Sick Leave or Vacation. There are no special restrictions in these policies on the use of leave during probation.

22.B. LIMITED AND PER DIEM APPOINTMENTS

Note 1--Probationary Credit. An employee whose appointment moves from limited to career will receive credit towards completion of the probationary period equal to the time spent in the limited appointment, provided that the limited appointment was in the same position with the same supervisor. If no evaluation was done during the limited or per diem appointment, the supervisor must do one prior to the end of probation. See UCD Procedure 23.A, Note 3, on evaluation of limited and per diem employees.

22.C. EVALUATIONS

Note 1--Timing and Format. The supervisor shall conduct a written performance appraisal of each probationary employee at least once prior to the completion of the probationary period. The Employee Development Worksheet (on the Web at <http://www.hr.ucdavis.edu/Forms>) or any other format can be used.

22.F. EXTENSION OF PROBATIONARY PERIOD

Note 1--Authority. On campus, a supervisor can extend the probationary period for up to 3 months if there is a change of supervisor or transfer to a different job during the initial six month probationary period. An extension for any other reason requires approval from an Employee & Labor Relations analyst. Failure to do a performance evaluation is not a valid reason to extend the probationary period. At UCDHS, all extensions require approval from an Employee & Labor Relations analyst.

Note 2--Notice. If the probationary period is extended, the supervisor shall notify the employee in writing at least 7 calendar days before the original end date. Use Exhibit A for the notice.

UCD PROCEDURE 22.1--PROBATIONARY PERIOD

- a. Supervisors are expected to define performance standards and objectives for each employee at the start of the probationary period.
- b. Supervisors are encouraged to give the employee ongoing and continuous feedback on work performance during the probationary period.
- c. The supervisor completes a written performance evaluation at least once prior to the completion of the probationary period. This evaluation serves as a communication tool to document the employees' progress towards meeting performance standards and job goals.
- d. The supervisor discusses the evaluation with the employee, gives the employee a copy, and puts a copy in the department personnel file.
- e. The supervisor completes Exhibit A and distributes appropriately.
 1. If an extension of probation is needed, the supervisor approves an extension or obtains approval (see 22.F, Note 1, above) at least 7 days prior to the original end date. The supervisor completes Exhibit A, gives the employee a copy, and distributes the other copies.
 2. If the employee is to be released, the supervisor follows the procedures in Policy 61, Release.
 3. At the end of probation, the supervisor certifies successful completion of probation using Exhibit A. The supervisor gives the employee a copy and distributes the other copies.