NEW POLICY INFORMATION SHEET: 
UVU Policy #334 – Probationary Period for Staff Employees

Overview
On June 21, 2012, the Board of Trustees approved UVU Policy #334 – Probationary Period for Staff Employees. The policy establishes guidelines under which a University benefit eligible (full-time) staff employee serves a period of time in order to both demonstrate the ability to perform the duties and fulfill the responsibilities of the position.

Policy Provisions
- All benefits-eligible staff employees serve a probation period upon initial hire at the University.
- The probationary period is six months of continuous service.
- Extension of the probationary period for a specific time period, not to exceed an additional six months, may be requested by supervisors for employees who have not achieved, but are making satisfactory progress toward, required levels of performance.
- Employment during the probationary period is considered at-will. Any termination decision during the probationary period is at the discretion of the supervisor in consultation with his or her second-level supervisor and the Associate Vice President of Human Resources, or designee.
- Employees in a probationary status are not eligible to apply for other University positions without written authorization from their immediate supervisor.
- Temporary and part-time hourly staff employees do not serve a probationary period as employment in these positions is considered at-will.

Supervisor Responsibilities During the Probationary Period
- Typically during the first 30 calendar days of the probationary period, the supervisor should:
  1) explain the purpose of the probationary period to the staff member;
  2) provide the staff member with a copy of the staff member’s job description;
  3) explain the expectations regarding performance in the new position; and
  4) follow University guidelines regarding the probationary period.
- Prior to the conclusion of the probationary period, the supervisor shall provide to the probationary employee a written evaluation of his or her performance. Typically this will be done half-way through the probationary period. Use the Probationary Period Evaluation Form found on the Human Resources web site: http://www.uvu.edu/hr/hrsforms/uvuupdatedforms/ProbationaryPeriodEvaluationForm.docx
  Once completed, send the original from to Human Resources.
- Upon satisfactory completion of the probationary period, the supervisor shall inform the employee and the Associate Vice President of Human Resources, or designee, in
writing. Supervisors should also use the Probationary Period Evaluation Form to inform the employee. Once completed, send the original form to Human Resources.

- If a staff member is proving unsuitable for the job, the supervisor shall discuss the employee’s work performance with his or her second-level supervisor in consultation with the Associate Vice President of Human Resources, or designee. This contact shall be made as early as possible during the probationary period. The Associate Vice President of Human Resources or designee will provide advice and guidance on appropriate procedures to follow in extending the probationary period or terminating the probationary employee.
  1) To extend the probationary period of a staff employee contact: Employee Relations, ext. 5360.
  2) If the staff member proves unsuitable for the position, employment should be terminated by his or her supervisor prior to the end of the probationary period and after following appropriate University procedures. Contact Employee Relations, ext. 5360.

**Employee Responsibilities During the Probationary Period**

- During the probationary period, the employee is responsible for:
  1) understanding the performance expectations established for the position;
  2) performing duties of the position in accordance with established expectations:
  3) actively discussing performance with the supervisor throughout the probationary period; and
  4) following University guidelines regarding the probationary period.
- An employee may resign during the probationary period without advance notice; however, to provide for a smooth exit transition, employees are encouraged to notify their supervisor in advance.

**Questions? Contact Employee Relations at 801-863-5360**

**Resources**

- [Departmental New Employee Checklist](#)
- [New Employee Checklist](#) (Full-time Staff):
- [Probationary Period Evaluation Form](#)

**References:**

*UVU Policy #334 – Probationary Period for Staff Employees*