

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: I:02:08**

**DATE: May 1, 1987**

**REVISION/REVIEW DATES: Mar 1993, May 1997, Sept 2008, Aug 2011, Apr 2016, April 2020**

**SUBJECT: Probationary Period**

**APPROVED: Don C. Killingsworth, Jr., Acting President**

**PURPOSE**

The purpose of this policy is to provide guidelines and a framework to assess employee performance during the probationary phase of the employee life cycle.

**POLICY**

This policy applies to all newly and rehired, full-time and part-time, non-academic employees, both exempt and non-exempt, of Jacksonville State University commencing with the employee's date of hire, and to any full-time and part-time, non-academic employees who are promoted, appointed or transferred to another department. The probationary period reflects the first six (6) calendar months of employment and is not tied to a specific classification or position. During the probationary period, an employee's work performance and adherence to JSU policies and procedures will be monitored. An employee must successfully complete the probationary period for continued employment.

During the probationary period, newly and rehired employees accrue annual and sick leave, and are entitled to holidays. However, the use of annual leave is generally discouraged during the probationary period. A newly and rehired employee serving a probationary period is not eligible for other University positions. At any time during the probationary period, with consultation from the Department of Human Resources, disciplinary action may be administered for conduct, job performance, or rule violation, and a probationary employee may be terminated at any time without cause, and without right of appeal (refer to Employee Disciplinary Policy I:02:10).

During the probationary period for any full-time and part-time, non-academic employees who are promoted, appointed or transferred to another position, are entitled to holidays and the use of annual leave with supervisor pre-approval. A promoted, appointed, or transferred employee will not be eligible for other University positions, unless with supervisory approval and

consultation with the Department of Human Resources. At any time during the probationary period, with consultation from the Department of Human Resources, disciplinary action may be administered for conduct, job performance, or rule violation, and a probationary employee may be terminated at any time without cause, and without right of appeal (refer to Employee Disciplinary Policy I:02:10).

The Department of Human Resources (DHR) will notify supervisors on approaching deadlines to complete employees' Probationary Period Performance Evaluation. At the supervisor's discretion, the probationary period may be extended up to an additional three (3) months. The total length of time for the probationary period may not exceed one year. Due to requirements of UPD's accrediting agency, the probationary period for police officers can be extended for an *additional* 180 days.

### **DEFINITIONS**

**Disciplinary Actions:** defined as Counseling, Reprimand, Suspension, and Dismissal  
**Dismissal:** an employee is permanently separated from University employment  
**Probationary Period:** the first six (6) months of employment

### **PROBATIONARY PERIOD PROCEDURE**

During the probationary period, employees should utilize that time to learn more about the requirements of the position and the University. This period is also an opportunity for the supervisor to monitor employee performance, and develop and communicate performance expectations and standards to the employee.

#### **Supervisor Responsibility:**

- Foster and establish a mutual understanding of expectations, standards of performance, and the evaluation process
- Provide employee with a clear job description
- Provide all the necessary tools for employee to perform job successfully
- Acquaint employee with University and departmental policies and procedures
- Meet regularly with employee to formally discuss performance as it relates to the established performance standards and expectations
- Create opportunities for training and development of employee
- Support employee's efforts to achieve goals and objectives
- Counsel employee as warranted
- Demonstrate a sincere interest in the employee's success

Prior to the completion of the probationary period, the supervisor must complete a Probationary

Period Performance Evaluation and return it to the Department of Human Resources. The evaluation form will reflect the supervisor's decision to either retain or dismiss a probationary employee or extend the probationary period. At any time during the probationary period, disciplinary action may be administered, with consultation from the Department of Human Resources (refer to JSU Disciplinary Policy 1:02:10).

### **Extending the Probationary Period**

At the supervisor's discretion, the probationary period may be extended up to an additional three (3) months. The total length of time for the probationary period may not exceed one year. Human Resources will require approval from the appropriate Dean/Vice President/Director/or designee to extend a probationary period.

### **Human Resources Responsibility:**

- Review requests for extension of probationary employees
- Review requests for termination of probationary employees
- Provide consultation and coaching to supervisors

### **RESPONSIBILITY**

The Senior Vice President for Finance and Administration is responsible for this policy.

### **EVALUATION**

The policy will be evaluated on an annual basis by the Department of Human Resources.