

**UCOP Human Resources Procedures 22 – PROBATIONARY PERIOD**

**I. POLICY REFERENCES**

UC-PPSM 02, Definition of Terms  
UC-PPSM 22, Probationary Period  
UC-PPSM 23, Performance Appraisal  
UC-PPSM 61, Release of Casual and Probationary Employees  
UCOP Online Employee Database (EDB) System Manual (Probationary Period  
End Date Guidelines)

**II. APPLICABILITY**      Professional and Staff Support Staff

**III. GENERAL**

All Professional and Support Staff (PSS) 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. Except for those employees covered by Section IV below, the probationary period is completed on the first of the month following six- (6) months of continuous service at one-half time or more without a break in service. Time on leave with or without pay is not qualifying service for the completion of the probationary period. Employees who are rehired following a break in service shall serve a new probationary period whether or not they previously completed a probationary period. An employee who has satisfactorily completed the probationary period shall be informed in writing of the attainment of regular employee status by their immediate supervisor.

As noted above, these local UCOP Human Resources Procedures regarding Probationary Period do NOT apply to Management and Senior Professional (MSP) employees or the Senior Management Group (SMG).

**IV. LIMITED APPOINTMENT AND PER DIEM EMPLOYEES**

Employees required to serve a probationary period and who have worked in a Limited Appointment immediately preceding the Career Appointment shall have up to 1,000 hours on pay status, exclusive of on-call and overtime hours, credited toward completion of his or her probationary period, provided that the credited time was served in the same position from which he or she is directly converted into the new career appointment. For the purposes of this provision, "same position" means an appointment in the same division/department/unit with the same supervisor as the appointment to which the individual was assigned immediately prior to conversion.

**V. AUTHORITY**

Division or Department Heads, Managers or Supervisors are delegated the authority to certify the completion of probation or release of a probationary employee. The Division or Department Head (Manager or Supervisor) is responsible for ensuring that probationary employees receive at least one- (1) written performance evaluation from their supervisor during their probationary period. Additional evaluations may be done whenever circumstances indicate an evaluation would be of value.

## **VI. PROBATIONARY PERIOD APPRAISALS**

An employee serving a probationary period should receive a written performance appraisal conducted by his or her immediate supervisor approximately thirty (30) calendar days prior to the completion of his or her probationary period.

## **VII. EXTENDING THE PROBATIONARY PERIOD**

An extension of the probationary period for no more than three (3) months may be granted. Ordinarily, such extensions are given in cases where a department has not received clearance regarding the employee's background check, or the employee's duties changed significantly during the probationary period, and/or the employee acquired a new supervisor during the probationary period. In addition, a department may choose to extend an employee's probationary period end date due to performance-based issues.

Divisions or Departments may also extend the probationary period end date if an employee is absent from work due to an approved leave to reflect the length of time the employee was on leave.

The probationary employee shall be informed in writing by his or her immediate supervisor the reason for, and the period of, any extension of probationary status at least seven (7) calendar days prior to the extension of the original effective date.

## **VIII. LEAVES OF ABSENCE DURING THE PROBATIONARY PERIOD**

Leaves of absence for probationary employees must be granted if requested under UC-PPSM 43(B) – Pregnancy Disability Leave (PDL) in accordance with UC-PPSM 43(C) – Family and Medical Leave (FML), or UC-PPSM 43(E) – Work-Incurred Illness and Injury Leave, but in all other cases, approval of such leave is at the sole discretion of the division or department head (or designee).

## **XIV. RELEASE DURING PROBATIONARY PERIOD**

Whether or not a probationary employee receives a performance appraisal, he/she may be released at any time during the probationary period for performance deficiencies or misconduct, including but not limited to dishonesty, theft, or fighting on the job, or where the employee reasonably should have known that his/her conduct was unsatisfactory.

## **X. COMPLETION OF THE PROBATIONARY PERIOD**

An employee who has satisfactorily completed the probationary period should be informed in writing by his or her immediate supervisor of the attainment of regular employee status and that the employee is entitled to the additional considerations as provided in the appropriate personnel policies. However, failure to issue such notice shall not be construed as evidence that an employee who has satisfactorily completed the probationary period has failed to attain regular employee status.

## **XI. TRANSFERS AND PROMOTIONS RELATED TO PROBATIONARY PERIOD**

A regular status employee who is transferred or promoted to a new position without a break in service does not serve a new probationary period. An employee who is laid off and preferentially rehired does not serve a new probationary period, but may be required to serve a trial employment period (see UC-PPSM 60 (F) 3 and UCOP Human Resources Procedure 60).