

**ARTICLE 32  
PROBATIONARY PERIOD**

**A. GENERAL CONDITIONS**

1. Employees appointed to career positions shall serve a probationary period of six (6) months of continuous service at one-half (1/2) time or more without a break in service, commencing on the first day of actual work.
2. Time on leave, with or without pay, is not qualifying service for the completion of the probationary period.
3. During a full probationary period, the employees' work performance and general suitability for University employment shall be evaluated in writing, at or near the midpoint.
4. Employees who are rehired following a break in service of one (1) year or less shall not be required to serve a new probationary period, provided:
  - a. rehire occurs in the same class and specialty within the same department, and
  - b. the rehired employee had regular status in that class at the time of termination.

Otherwise rehired employees serve a probationary period. This Section does not apply to employees rehired pursuant to Article 16 – Layoff and Reduction in Time sections on preference and recall.

**B. TRANSFER FROM NON-CAREER TO CAREER POSITIONS**

1. A non-career employee appointed, transferred or promoted to a career appointment within the unit may, at the sole discretion of the University, be required to serve a six (6) month probationary period upon employment in the career position.
2. However, a non-career employee in a limited appointment who has met the criteria in Article 31 - Positions/Appointments Section B.2 for conversion to career status and who has worked in the same limited appointment in which s/he is directly converted will have such time in that appointment applied against the probationary period for the new career appointment. For the purposes of this provision, "same appointment" means an appointment in the same department/unit and with the same duties as the appointment to which the individual was assigned prior to conversion, and which reports to the same supervisor as did the previous limited appointment.
3. A non-career employee in a limited appointment who has at least six (6) months of continuous service at 50% time or more in a non-career appointment and who is appointed or is converted in accordance with Article 31 – Positions/Appointments, Section B.2. to a career position with substantially similar job duties shall have three (3) months service credit toward completion of her/his probationary period in the new career position.

**C. EXTENSION OF PROBATIONARY PERIOD**

The University may choose to extend an employee's probationary period. Such an extension shall be for a specific period of time not to exceed three (3) months. At least seven (7) calendar days prior to the effective date of the probationary period extension, the University shall provide the employee with written notification of the extension of the probationary period, including the period's end date and the reason(s) for the extension.

**D. RELEASE DURING PROBATIONARY PERIOD**

Prior to the completion of the probationary period, an employee may be released at the sole discretion of the University. The employee shall be informed of the general reason(s) for her/his release.

**E. DISPUTES**

1. Except for the University's failure to provide a performance evaluation pursuant to Section A.3, above, actions taken by the University under the provisions of this Article are not subject to the grievance or arbitration procedures of the Agreement.
2. In the event an employee alleges that the University failed to provide a performance evaluation as provided in Section A.3, above, the remedy shall be limited to evaluating the employee's performance in writing.