

## Human Resources Policies and Procedures Manual

<b>Area:</b>	<b>Performance Evaluation and Probation</b>	<b>Number:</b>	<b>18-01</b>
<b>Subject:</b>	<b>Probationary Performance Evaluation</b>	<b>Issued:</b>	<b>January 1983</b>
<b>Applies To:</b>	<b>Classified Unrepresented Employees</b>	<b>Revised:</b>	<b>August 2005</b>
<b>Sources:</b>	<b>University Rule 3361:30-25-01, O.R.C. 124.27</b>	<b>Page:</b>	<b>1 of 2</b>

### Purpose

To define the probationary period of classified unrepresented employees

### Policy

1. The probationary period is required in order to review performance during the initial phase of employment.
2. The probationary period is six (6) months for all initial and promotional appointments. A six (6) month probationary period is also served upon a lateral transfer to a different classification outside the classification series,
3. University Law Enforcement Officers, Security Officers and Dispatchers shall serve a one-year probationary period.
4. If the employee's performance is found to be unsatisfactory during the initial probationary period, the employee shall be terminated.
5. If the employee's performance is found to be unsatisfactory following a promotion, the employee may be demoted to the same or similar position the employee held prior to the promotion. If a transfer to the former position cannot be made, the current employing department will retain the employee until a transfer can be arranged.
6. Written notice of removal or demotion due to failure of probation must be issued from Human Resources by the appointing authority for the University prior to the end of the probationary period.
7. Time spent on an approved leave of absence (paid or unpaid) shall not be counted as part of the probationary period. The probationary period shall be extended by an equal number of days the employee spent on the approved leave of absence.

### Procedure

1. The administrative authority/supervisor must conduct a written evaluation at the midpoint of the employee's probationary period. A second performance evaluation should be completed prior to the end of the employee's probationary period.
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2. Human Resources must notify the department of the due evaluations at the midpoint and end of the probationary period.
3. If the probationary employee's performance is unsatisfactory, the administrative authority/supervisor should contact Employee Relations for assistance and information concerning the removal or demotion of the employee.
4. The department administrative authority/supervisor must submit a letter of request for a probationary removal or demotion and a copy of the performance evaluation to Employee Relations at least two (2) weeks prior to the end of the probationary period.
5. The administrative authority/supervisor must provide written notification to the employee and to Human Resources extending the probationary period due to an approved leave of absence.

For questions concerning this policy contact Employee Relations at 513-556-6372.