

Period of Provisional Employment in Regular Clerical/Service Staff Positions Policy

See Executive Memorandum No. 167, Period of Provisional Employment in Regular Clerical/Service Staff Positions dated July 1, 1980.

The period of Provisional Employment provides both the employee and department head/supervisor the opportunity to assess the potential for continuing the employment relationship. In addition, it provides an opportunity for the employee to determine whether the job requirements and the University environment meet his/her expectations. During the Provisional Period, the department head/supervisor has the opportunity to encourage the employee to adjust to the new position, to the persons with whom the employee comes in contact, and to a new work environment.

Procedure

At the beginning of employment, the department head/supervisor will provide the employee with a copy of the policy covering the period of provisional employment, the pay scale, and the job description. The supervisor will discuss with the employee the details of each as to contents and/or application. In addition, the supervisor will discuss with the employee the supervisor's job performance expectations and related work rule requirements.

Immediately prior to the end of the period of provisional employment the department head/supervisor will conduct a performance appraisal and share the assessment with the employee. Problems should be identified and addressed by the department head/supervisor as early as possible in order to provide guidance and opportunities for improvement. Department heads/supervisors are encouraged to document all problems which may eventually lead to termination.

After an employee has completed the period of provisional employment satisfactorily, the department head/supervisor should review the employee's wage rate in relation to the wage rates of non-provisional employees within the job class of the same pay level. Also, the merit quality of the employee's performance should be assessed to determine if a merit increase for completion of the period of provisional employment may be granted. This merit increase may not raise the employee's wage rate above the current rate of the lowest paid non-provisional employee at the same pay level, within the job class, who has been employed within the department at least one year and whose work is currently rated as satisfactory; except upon agreement by the department head and the Department of Human Resource Services.

When a University-wide adjustment in the wage scale structure occurs during an employee's period of provisional employment, the provisional employee's wage rate may be increased not to exceed the minimum of the appropriate pay level. Upon completion of the period of provisional employment in the new fiscal year, the employee's wage rate should be reviewed and may be adjusted upward in accordance with the guidelines above.