

# UIC POLICIES AND PROCEDURES

NUMBER  
1201

MANUAL Human Resources	SECTION Separations	PAGE 1 of 1
SUBJECT Dismissal during the Probationary Period	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

## PURPOSE

To identify the process for dismissal of support staff employees during the probationary period, to establish responsibility and authority of UIC personnel in the dismissal of support staff employees, and to ensure compliance with State Universities Civil Service Statute and Rules.

## SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules

## APPLICABILITY

All UIC support staff employees and their supervisors

## POLICY

The probationary period is used by the university to observe and evaluate the employee's work, to obtain the most effective adjustment of a new employee to the position, and to determine whether an employee demonstrates the ability and qualifications to provide satisfactory work. Periodically, throughout the probationary period, the supervisor should discuss with the employee his/her progress on the job. An employee who is dismissed during a probationary period shall be given the reason(s) for his/her dismissal. The dismissal and reason(s) for dismissal are not reviewable unless discrimination is alleged.

## PROCEDURES

### RESPONSIBILITY

1. Supervisor
2. UIC HR Service Center

### ACTION

Completes Probationary Evaluation Form and indicates that the employee is not passing probation and the reasons why. Reviews the form with the employee and informs the employee of the terminal date. Distributes copies of the Form to the employee, department personnel files, and the UIC HR Service Center. If employee has seniority retreat rights, contact the Employment Office to discuss next steps.

Processes the termination and updates the employee's permanent personnel files.