

# UIC HR Policies and Procedures

NUMBER

201-03

MANUAL Human Resources	SECTION Employment	PAGE 1 of 2
SUBJECT <b><i>The Probationary Period</i></b>	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

## PURPOSE

To clarify the duration and requirements of the probationary period for support staff positions.

## SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules

## APPLICABILITY

All permanent support staff employees and supervisors

## POLICY

Probationary periods begin on the date of appointment to a status position and expire at the close of business on the last working day after the completion of six or 12 months of service, based on criteria of the job classification, regardless of the percentage of time of employment during the probationary period. Both a full-time employee and half-time employee complete a probationary period within the same six or 12 month period. When a probationary period is interrupted by an unpaid leave of absence, layoff, or suspension, a comparable amount of time will be added to the probationary period before it is considered completed. The probationary employee's progress should be evaluated periodically throughout the probationary period. UIC Human Resources will send a probationary period evaluation form to the department before a probationary employee completes three months of service and just before the completion of six months of employment. The supervisor is responsible for meeting with the probationary employee to discuss job performance at these junctures. Thereafter, all employees will participate in the annual Employee Development Program.

Evaluations during the probationary period will be discussed with the employee. If termination is deemed appropriate, the hiring official should consult with the UIC Human Resources Employment Officer.

## PROCEDURES

### RESPONSIBILITY

1. Supervisor

### ACTION

Reviews the progress of the employee during the probationary period. This includes meeting periodically with the new employee to discuss job performance and filling out a probationary period evaluation form after one month and three months of employment and just before the completion of six

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months of employment and/or 12 months of employment.

## 2. UIC Human Resources

UIC Human Resources Employment Officer sends probationary period evaluation forms to the department at the time the permanent appointment in the class begin. UIC Human Resources Records Officer provides follow-up reminders.

## 3. Supervisor

Discusses probationary period evaluations with the employee before completion of each segment of the probationary period. Determines if termination is appropriate at any point in the probationary period and advises the employee of the reasons. Forwards a copy of the evaluation form to UIC Human Resources at the end of the probationary period for inclusion in the former employee's permanent personnel file. Notifies UIC Human Resources of the decision to terminate an employee.