

UIC POLICIES AND PROCEDURES

NUMBER
322

MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 3
SUBJECT Extending/Changing the Length of the Probationary Period for a Support Staff Title	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

PURPOSE

To identify the criteria and process for establishing a 12-month probationary period for support staff titles and to define the process for the extension of probationary periods for support staff titles.

SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules
State Universities Civil Service System Procedures Manual
University of Illinois Policy and Rules for Civil Service Staff

APPLICABILITY

Supervisors and their support staff employees.

POLICY

The probationary period is an integral part of the examination and hiring process for support staff employees. The usual probationary period required by the State Universities Civil Service System is six calendar months for both full- and part-time appointments. It is used by the supervisor to observe and evaluate the employee's work to determine whether there is an effective adjustment of the new employee to the position and to determine whether an employee demonstrates the ability and qualifications necessary to perform the job.

A 12-month probationary period for a specific job title (classification) is established with approval of the Civil Service System. Generally, the scientific, technical, managerial, or professional responsibilities must be of a cyclical nature so that a 12-month period of time is needed to determine if the full range of responsibilities can be satisfactorily accomplished.

If a probationary period is interrupted by an unpaid leave of absence, layoff, or suspension, a comparable amount of time is added to the probationary period before it is considered complete.

PROCEDURES

RESPONSIBILITY

Extension of a Probationary Period:

1. Supervisor/Department Head

ACTION

Sends a written request to extend the probationary period of an employee by the

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- Human Resources Records Officer

number of calendar days that the employee was on unpaid absence from the job, layoff, or disciplinary suspension to Human Resources Records Officer.

Reviews the request for compliance with policy and approves or denies request. Implements the change, if approved, and notifies the supervisor and the employee of action.

RESPONSIBILITY

Establishing a 12 Month Probationary Period:

- Department/Unit Head
- Human Resources Compensation Officer
- Assistant Vice President of Human Resources
- Executive Director, State Universities Civil Service System

ACTION

Forwards a written request to change the probationary period of a classification title from 6 months to 12 months, citing the cyclical nature of the work, to Human Resources Compensation Officer.

Evaluates the request to use the classification title at UIC. Prepares a Request to establish 12-month Probationary Period Form and forwards it to the Assistant Vice President of Human Resources, if the request will apply campus-wide.

Evaluates the request, considering use of the classification title at the Human Resources University. If the request is acceptable, signs and forwards the form to the Executive Director, State Universities Civil Service System.

If the request seems appropriate, distributes the proposal as a Class Plan Memorandum to all institutions under its jurisdiction and obtains comments. Distributes a memorandum approving or disapproving the request for a 12-month probationary period.

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5. Assistant Vice President of Human Resources
6. Human Resources Compensation Officer

Distributes the memorandum to the campus.

Notifies requesting department, updates records, and informs all departments of the approval.