

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.404 Probationary Employment	

Policy Statement.

All newly appointed, regular non-faculty employees of the University Of North Texas Health Science Center at Fort Worth shall be subject to a probationary period of six (6) continuous months beginning on their initial date of employment in a regular position with the health science center. Employment during the probationary period is considered "at will." An employee in probationary status may be terminated without cause at the discretion of the departmental official who has the authority to terminate an individual, provided the action does not violate the law.

Application of Policy.

Regular Staff

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

1. The probationary period shall be used for observation of a new employee's work performance by his/her supervisor and to permit the employee to adjust to the job and working conditions. During this period, the immediate supervisor shall train the new staff member in their work assignment. The supervisor shall establish the standards of performance and behavior and provide any assistance considered necessary to improve performance or facilitate adjustments.
2. Neither the staff member nor the University is obligated to continue employment through the probationary period. A staff member may resign at any time during the probationary period, for any reason, without prejudice.
3. If a probationary employee displays performance or behavioral concerns that are deemed unsatisfactory, the supervisor should evaluate and communicate these concerns to the employee in writing. The notice should detail any alleged policy violations or behavior concerns, and should allow the employee to respond in writing within a reasonable period of time. The supervisor after reviewing the employee's response may, with the approval of the

Responsible Party

- Supervisor
- Employer/Staff Member
- Supervisor/Staff Member

Vice President of Human Resources Services, terminate the staff member's employment, provided the reason for termination is not illegal. The notice of concerns to the employee and the employee's response are not required to follow the steps outlined in the Performance Counseling and Discipline Policy (05.901).

4. Termination of a probationary employee does not require cause or progressive discipline as outlined in the Performance Counseling and Discipline Policy (05.901). Employees terminated during their probation period are not able to utilize the Grievance Procedure. Supervisor/Human Resources Staff
5. Upon completion of the probationary period, an employee shall acquire status and all the conditions and privileges of a non-probationary employee. The employee shall also acquire seniority from the beginning date of employment. Staff Member
6. A staff member who during the probationary period is granted a leave with or without pay of at least one calendar month or more may be allowed an extension of the probationary period for the number of days equivalent to the period of leave, at the discretion of the employing department. Supervisor/Human Resources Staff
7. Regular, non-faculty employees have a probationary period only when initially employed or upon re-employment following a break in service. Employees recalled following an official reduction in force shall not be subject to a new probationary period. The department or the employee may not extend the probationary period, nor is there a second probationary period upon promotion or transfer to another position. Department/Staff Member

References and Cross-references.

Performance Counseling and Discipline Policy (05.901)

Forms and Tools

None

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Revised: