



Handbook of Operating Procedures

Section: 7.2.1
Originally Approved: 11/08/2005
Last Amended: 06/04/2009
Last Reviewed: 06/04/2009
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STAFF PROBATIONARY PERIOD FOR CLASSIFIED EMPLOYEES

A. Purpose

The purpose of this policy is to provide guidelines regarding a classified employee's initial six-month probationary period.

B. Persons Affected

This policy applies to all newly appointed classified employees.

C. Policy

The policy of The University of Texas-Pan American is:

All newly hired classified employees are required to satisfy a probationary period of six continuous months from the beginning date of employment. The probationary period is used to ensure that the applicant selected for a position is qualified to perform the job and satisfactorily meets the requirements to be a regular employee of The University of Texas-Pan American. During the probationary period, the supervisor will carefully evaluate the employee's performance and suitability for employment to ensure that the most qualified applicant was selected for the position. The purpose of the probationary period is to foster a mutual understanding of expectations for the employee and of performance standards for the job.

1. The probationary period is six months in length and is counted in whole calendar months if the employee begins employment on the first of the month. If the employee begins on any other day of the month then six months from that date is counted. For example, if an employee begins employment on September 15, the probationary period will end on March 15. Any scheduled holidays that occur during the probationary period are considered as part of the probationary period. If an employee is placed on leave without pay during the probationary period, then the probationary period is extended by the same number of days that the employee is on leave.
2. The initial probationary period is applicable to a new hire, including employees who transfer to the University from another state agency or state institution of higher education, and a re-hired former employee.
3. Employees returning from military service and employees reinstated as a result of a formal grievance are not required to complete a new probationary period if they previously completed a successful probationary period.



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4. Police Cadets will be required to complete a six month probationary period immediately following their commission from the Police Academy.

D. Definitions

Not applicable.

E. Responsibilities

1. The supervisor or others in the employee's work group will conduct a departmental orientation for the new employee. The supervisor is responsible for ensuring that the new employee attends the New Employee Orientation.
2. The supervisor will provide the new employee with a clear description of the job to be performed, develop standards for the job, observe work performance, and provide feedback to the employee.
3. The supervisor is responsible for completing performance appraisals on employees.

F. Procedures

1. Orientation. During the departmental orientation, the supervisor will discuss the purpose of the probationary period and advise the employee of the length of the probationary period and when it will end. The supervisor will ensure that the employee attends the New Employee Orientation sponsored by the Office of Human Resources as soon as possible after employment begins.
2. Expected Performance Standards. The probationary period is used for the supervisor's observation of a new employee's work performance and to permit the employee to adjust to the job and working conditions. Throughout this period, the immediate supervisor will provide any assistance considered necessary to improve performance or facilitate adjustment.
3. Leave.
 - a. Any leave without pay, if approved, taken by an employee during the probationary period will extend the probationary period by an equal amount of time.
 - b. A probationary employee accrues annual leave and sick leave from the date of employment. However, annual leave may not be used until completion of the



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probationary period, unless the employee has already met the statutory requirement for at least six months continuous state service prior to use of leave.

4. Performance Appraisals. The supervisor of a probationary employee must complete the 90-day and 150-day performance appraisals on employees. See [Handbook of Operating Procedures \(HOP\) 7.7.5, Staff Employees Performance Appraisal Program \(SEPAP\)](#) for further information.
5. Separation/Termination During Probationary Period. During the probationary period, UTPA may terminate the employment of any probationary employee who is judged not to be competent or otherwise not qualified to continue employment, does not meet work expectations, or other legitimate reasons. If an employee is terminated during the probationary period, he or she does not have access to the discipline and dismissal procedure ([HOP 7.7.2, Discipline and Dismissal of Employees](#)). Any information about the employee's performance should be documented and will become a part of the employee's personnel file. Prior to termination the administrative official must review the facts of the case with the Office of Human Resources.
6. Deadline for Action to Terminate. An employee who will not be retained beyond the probationary period must have termination action initiated and completed prior to the end of the probationary period.

G. Review

The Divisional Head for this policy is the Vice President for Business Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Assistant Vice President/Director of Human Resources – Senior Reviewer
2. Staff Senate Chair