

Probationary Period for Classified Employees

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I. **Policy**

- A. All newly appointed classified employees, including temporary employees or persons transferring from a component within The University of Texas System or another State of Texas agency/institution shall be a "probationary employee" for a period of six continuous months of service from the date of initial employment at The University of Texas at Arlington.
- B. Classified employees appointed to positions of less than twelve months (i.e. 9 & 10 month appointments) will not be subject to an additional probationary period upon reappointment.
- C. A current UTA employee (with a continuous service of six months or more) promoted to or transferred from one department to another is not a newly hired employee and will not be subject to a new probationary period. Such employee will also not be eligible for a merit increase after completion of the first six months following the effective date of the promotion or transfer UNLESS such merit increase is part of an institutional merit salary increase program. Refer to paragraph 4 below for transfer restrictions.

II. **Purpose**

The probationary period shall be used for observation of a new employee's work performance by his or her supervisor and to permit the employee to adjust to the job and working conditions. This period is a part of the selection process, and its purpose is to determine that the probationary employee's performance, ability, willingness and dependability merit continuation of University employment.

III. **Termination**

The University of Texas at Arlington may terminate the employment of any probationary employee at any time during the probationary period for misconduct or if he or she is judged incompetent, or not qualified. Any action associated with this paragraph should be documented and shall become a part of the employee's files. Prior to termination, the administrative official must review the facts of the case with the Office of Human Resources.

IV. **Transfer**

During the probationary period, the employee may not transfer to another department and is not eligible for a merit increase. A promotion within the same department is permissible, if the employee meets the qualifications for the position. The employee will receive a salary adjustment to the minimum step of the salary range of the new position. Normally, the only exception to the transfer policy is in the case of the employee who is on a temporary assignment and seeking regular employment.

V. **Completion of Probationary Period**

Upon completion of the probationary period, an employee shall have all privileges of a non-probationary employee.

The Trainee positions: [The Classified Pay Plan](#) sets forth salary for probationary trainee positions.

VI. **Discipline and Discharge Policy**

Discipline, reduction-in-force or termination of a probationary employee shall not be subject to the discipline and discharge procedure.

VII. **Vacation Accrual**

Probationary employees will accrue vacation leave in accordance with *Vacation Leave Policies* ([Procedure 3-9](#)). A probationary employee shall not be allowed to utilize this time until the completion of the six-month probation, unless the individual's

probationary period has been satisfied at another State of Texas agency. (Refer to paragraph 8.)

VIII. Vacation Utilization Exception

Once an employee has completed six months continuous service with a State of Texas agency or institution and then leaves State employment, or transfers to another State of Texas agency/institution, that person is eligible to take annual leave as it is earned upon reemployment, or be paid for such time upon termination following reemployment, even though the new probationary period may not have been satisfied.

IX. Grievance Policy

The grievance policies and procedures are available to probationary employees for complaints concerning wages, hours of work, working conditions, performance evaluations, merit raises, job assignments, reprimands or the interpretation of application of a rule, regulation or policy. Probationary employees who have been terminated during their probationary period may not bring a complaint concerning the termination, unless it is alleged that the termination was for unlawful discriminatory reasons.

X. Initial Procedures

- A. The last day of the probationary period may be computed at the time the employee is hired. The employee should be informed by the first-line supervisor of the ending date of the probationary period. An additional workday or fraction of a day will be added to the probationary period for scheduled hours not worked. This also applies to probationary employees receiving awards from the sick leave pool
- B. The probationary policy should be reviewed with new employees by the hiring department.

XI. Work Relationship

The following will apply:

- A. Upon employment, the first line supervisor of the probationary employee will provide the employee written copies of both the University job description and, if available, the departmental position description. This should be accomplished during departmental orientation. Employees should be promptly advised of any subsequent changes in job duties.
- B. The probationary employee will be informed by the first line supervisor of the basic minimum standards regarding:

1. Reporting to work in a regular and timely manner,
2. attending to assigned duties with normal effort throughout the work day except for scheduled rest periods,
3. reporting regarding sick leave or other absences,
4. conducting oneself in accordance with designated safety rules,
5. working until the designated quitting time, and
6. work standards of the job with regard to both quality and quantity.

XII. **Evaluation**

Performance evaluation procedures for probationary employees are outlined in the Performance Review Manual. Performance evaluation and counseling are based on the concept that proper supervision is not punitive in nature. It seeks to aid the probationary employee in self-correction and performance improvement. It is the responsibility of the first-line supervisor to notify an employee when his or her performance is below acceptable standards. The supervisor should counsel the employee as to the actions required improving performance to an acceptable standard. Termination of the employee should be considered only after the employee has not improved to an acceptable level following such notification and counseling.

Related Categories:

- [Pay Plan and Job Descriptions](#)

Related Procedure

- *Vacation Leave Policies* ([Procedure 3-9](#))