Procedure 22: Probationary Period

Responsible Office: Human Resources
Revised: February 2020

A. Purpose and Scope

1. UC Irvine Personnel procedure 22 implements PPSM-22, Probationary Period.

2. This Procedure applies to Professional and Support Staff, except employees in a bargaining unit that have an exclusive representative (union) and are covered by the applicable provisions of the collective bargaining agreement.

B. Authority and Responsibility

The authority and responsibility for implementing the probationary period policies and procedures rests with the department head and the Chief Human Resources Executive.

C. Definitions

Probationary employee: A probationary employee is a professional or staff employee who has been appointed to a career position and who has not completed the probationary period.

D. Procedures

1. Overview
    a. Supervisors are encouraged to provide regular feedback to employees concerning work performance and general suitability for University employment during the probationary period.

2. Timing of written evaluations
    a. The supervisor shall conduct at least one performance appraisal in ACHIEVEonline (check-in) prior to completion of the probationary period. (See UCI Procedure 23: Performance Management)
    b. In addition to this evaluation, the supervisor may conduct a written evaluation at any time there is a question concerning the quality of an employee's performance or general suitability for University employment.

3. Completing Probation
    a. A career employee who has satisfactorily completed the probationary period shall be informed in writing of the attainment of regular employee status. (See Sample Letter: Completion of Probationary Period)

E. Release During Probationary Period

1. A probationary employee may be released by written notice at any time during the probationary period.

2. Whether or not a probationary employee receives a performance appraisal in ACHIEVEonline (check-in), the employee may be released at any time during the

probationary period for serious misconduct, including but not limited to dishonesty, theft, or workplace violence.

F. Extension of Probationary Period

1. An extension of the probationary period may be granted by the department head under appropriate circumstances, e.g. change of supervisor or transfer to a different job during the probationary period. The supervisor is required to consult with assigned Human Resources Business Partner before the extension may be granted.

2. The extension shall be for a specified period of time, but should normally not exceed three (3) months.

3. For unusual circumstances, and with Human Resources approval, a probationary period may be extended for up to six (6) months.

4. If an extension is granted, the probationary employees shall be notified in writing of the reasons for and duration of the extension. The notice shall normally be seven (7) calendar days prior to the extension of the effective date and shall state the new completion date of the probationary period. (See Sample Letter: Extension of Probationary Period.)

G. Limited, Floater and Per Diem Appointments/Probation

Limited, floater and per diem employees may move to a career position. (see UC Irvine Procedure 20, Recruitment) Credit towards probationary period for career appointment shall follow the following guidelines:

1. An employee who is required to serve a probationary period and has worked in a limited appointment immediately preceding the career appointment, shall have up to 1000 on pay status credited toward completion of the probationary period. The 1000 hours excludes overtime and on-call hours. The time credited shall be for working in the same position and with the same supervisor that the employee had immediately preceding the career appointment.

2. A per diem employee who has worked at least 60 equivalent full-time shifts in six (6) consecutive months in the same position to which the employee is subsequently appointed as a career employee shall have three (3) months credited toward completion of the probation period. The 60 full-time shifts must be immediately preceding the career appointment.

Release of limited, floater and per diem employees will be as follows:

1. With the approval of the department head and in consultation with assigned Human Resources Business Partner, supervisors may release limited, floater and per diem employees.

2. Written notice of the release is provided to the employee on or before the release date. (See Sample Letter: Release of Limited, Floater, Per Diem and Probationary Employees)

3. Limited, floater and per diem employees are automatically terminated as of the last day of the appointment, unless there is an earlier separation or formal extension of the appointment in writing.

4. An employee who becomes ineligible to hold a casual/restricted appointment due to a change in student status may not continue to fill that position.

5. A per diem employee's eligibility for scheduling may be discontinued at any time without notice and without cause.

H. References

Personnel Policies for Staff Members

PPSM-2: Definitions of Terms
PPSM-22: Probationary Period

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Sample Letter: Completion of Probationary Period

Date
Name
Title

RE: Completion of Probationary Period

In accordance with Personnel Policies for Staff Members, PPSM-22, this is to inform you that effective [insert date], you have satisfactorily completed your probationary period for University employment, and have attained regular status in your appointment as [insert payroll title].

Thank you for your contributions to department and University thus far, and I look forward to continuing to work with you in the future.

[Name of Supervisor]

cc: [Department Head]
[Human Resources Business Partner]

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Sample Letter: Extension of Probationary Period

Date
Name
Title

RE: Extension of Probationary Period

In accordance with Personnel Policies for Staff Members, PPSM-22, this is to inform you that your probationary period for University employment is being extended for a period of [Number, #] months. The reason(s) for this extension is(are) [_____]. The new date of completion of your probationary period will be [New Effective Date].

If you have any questions regarding this action or would like to discuss the reasons for this action, please let me know.

[Name of Supervisor]

cc: [Department Head]
[Human Resources Business Partner]

Sample Letter: Release of Limited, Casual/Restricted, Floater, and Probationary Employees

Date
Name
Title

RE: Release from (*Limited, Casual/Restricted, Floater or Appointment during Probationary Period*)

This is to inform you that effective [insert date], you are released from your position of [insert position title]. This action is taken in accordance with Personnel Policies for Staff Members, PPSM-22, Probationary Period.

Please contact [insert benefits name/title] at [insert phone number] to discuss the important options available to you regarding your benefits.

You may be eligible for Unemployment Insurance. Details and an application for unemployment benefits may be obtained from the local office of the California State Employment Development Department (EDD).

[Name of Supervisor]

cc: Department Head
Human Resources Business Partner
Benefits Representative