



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-HUM-31 Major Revision1 Minor Revision1

Title: Introductory (Probationary) Employment Period

Description: Definition of, extension of, purpose for probationary period.

Category: Human Resources

Applies to: staff, faculty

Contact: [Human Resources](#)

Purpose: Policy regarding probationary periods.

Policy Statement: Every new employee goes through an initial period of adjustment to learn about the University, and to learn about his or her job. During this time the employee will have an opportunity to find out if he or she is suited to, and likes, his or her new position. Additionally, the introductory employment period gives the employee's supervisor a reasonable period of time to evaluate his or her performance.

The introductory period for any new position, transferred, or promoted employee is three months. This period is an extension of the selection process. If it is determined the employee is not performing at the level of expectation for the position, he or she may be dismissed without further consideration, and without access to the University's Corrective Action Guidelines or Grievance or Terminations procedures.

During this time, the employee should be advised of performance expectations and be provided with training and guidance from his or her Supervisor. Under appropriate circumstances, the introductory employment period may be extended. Additionally, as is true at all times during an employee's employment with the University, employment is not guaranteed for any specific time and may be terminated at will, with or without cause and without prior notice.

At the end of the introductory employment period, and provided his or her job performance is satisfactory, an employee will continue employment with the University as an at-will employee. Faculty members should review employment information in the Faculty Handbook.

Glossary of Terms:

Legal

Citation:

Campus

Links:

FAQs:

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