

UT Health Science Center: HR0135-H Probationary Period	
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Related Policies: HR0135 – Probationary Period HR0525 – Disciplinary Action		

OBJECTIVE

To establish a period of time during which a newly hired regular staff (non-faculty) employee's work performance can be evaluated by the supervisor.

POLICY

All newly hired regular staff employees, including those converting from temporary or student to regular appointments, shall serve one probationary period of six calendar months in an active pay status with the university beginning with the first day of regular employment. Each regular staff employee shall have his or her work performance evaluated during this period. During this probationary period, employees are subject to discharge without recourse. However if a non-exempt employee is to be terminated for gross misconduct, the hearing requirement contained in the disciplinary action policy applies. See POLICY 525, DISCIPLINARY ACTION.

PROCEDURE

1. The HSC Procedures relate to all staff (exempt and non-exempt) employees. Refer to the Faculty Handbook for information concerning faculty probation provisions.
2. Each supervisor has the responsibility for assuring new employees thoroughly understand their job duties, the work rules, and for informing employees of acts or omissions on their part, which are symptomatic of less than acceptable work performance. During the first three months and no later than the end of the third month following employment, it is highly recommended the supervisor conduct a formal performance review with the new employee. If performance is less than desired and it is perceived the employee can improve the supervisor should provide specific directions regarding improvements needed and document the discussion with the employee.
3. Early in the sixth month following employment the Probationary Period Performance Review form should be completed by the supervisor and reviewed with the employee.

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The completed form must be submitted to Human Resources prior to the end of the sixth month.

4. No extension of the probationary period is allowed.
5. If at any time during the probationary period the employee's performance is deemed to be unacceptable, the supervisor should contact Human Resources to discuss termination of the employee. Subsequently, the Probationary Period Performance Review form must be completed and discussed with the employee. The employee must be notified of termination prior to the end of the sixth month following employment.
6. It is the responsibility of the employing department/unit to initiate a Personnel Action Form indicating the termination reason and the appropriate termination code. The completed Probationary Period Performance Review form must contain the date of termination and be forwarded to Human Resources.
7. Human Resources will issue a separation notice to the employee after the Evaluation Form and Personnel Action Form have been received.