

System-wide Policy: HR0135 - Probationary Period	
Version: 8	Effective Date: 06/20/2019

HR0135 – Probationary Period

Topics:

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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. Employment will continue to be “at will” after the probationary period. Documentation regarding the reason for discharge is encouraged. 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](#).

If an employee transfers to another university department or campus, they will not be required to complete an additional probationary period.

PROCEDURES:

To view links to campus policies and procedures, click here:
<https://policy.tennessee.edu/campus-policies-procedures>

Related Policies: [HR0525 - Disciplinary Action](#)