

**C.15: PROBATIONARY PERIOD CALCULATIONS CHART BY PERSONNEL PROGRAM/COLLECTIVE BARGAINING UNIT**

Note: The following chart is for general reference only and excludes PA (Police). Refer to the specific polices or Articles for details.

| Program/<br>Agreement                                     | PPSM  | CX  | EX   | HX   | K7  | NX   | RX   | SX  | TX  |
|---|---|---|--|--|---|--|--|---|---|
| Topic   | <i>PPSM 3<br/>PPSM 22</i>   | <i>ARTICLE 28<br/>ARTICLE 29</i>  | <i>ARTICLE 29<br/>ARTICLE 30</i>   | <i>ARTICLE 27<br/>ARTICLE 28</i>   | <i>ARTICLE 13</i>   | <i>ARTICLE 9</i>   | <i>ARTICLE 27<br/>ARTICLE 29</i>   | <i>ARTICLE 29<br/>ARTICLE 30</i>  | <i>ARTICLE 27<br/>ARTICLE 30</i>  |
| <b>Length of Probationary Period (w/o Limited Credit)</b> | 6 months  | 6 months<br>Exception: 12 months for Dispatchers  | 6 months   | 6 months   | 6 months  | 6 months   | 6 months   | 6 months  | 6 months  |
| <b>Probationary Ending Date (w/o Limited Credit)</b>      | Actual date of 6 months at 50% time or more.  | Actual date of 6 months at 50% time or more.  | Actual date of 6 months at 50% time or more.   | Actual date of 6 months at 50% time or more.   | Actual date of 6 months at 50% time or more.  | Actual date of 6 months at 50% time or more.   | Actual date of 6 months at 50% time or more.   | Actual date of 6 months at 50% time or more.  | Actual date of 6 months at 50% time or more.  |
| <b>Limited Credit toward Probationary Period</b>          | An EE <sup>1</sup> <b>appointed or converted</b> to career may have up to 1000 hours credited toward the probationary period provided that the credited time was served with the same supervisor that the employee had immediately prior to the career appointment or conversion. | An EE <b>converted</b> to career by meeting the criteria for conversion and has worked in the <b>same appointment</b> , for <b>at least three months</b> and is converted to same career position shall have all time applied to their probationary period.<br><br>If EE <b>appointed or converted</b> to a career appt with substantially similar duties and EE has at <b>least 6 mos of service at 50% time, 3 months will be credited</b> toward the probationary period.<br><br><b>Otherwise</b> , EE serves a 6-month probationary period. | An EE <b>converted</b> to career by meeting the criteria for conversion, which has worked in the <b>same appointment</b> , and is converted to same career position shall have all time applied toward their probationary period.<br><br>If EE <b>converted</b> to a career appointment with substantially similar duties shall have 3 months credited toward the probationary period.<br><br><b>Otherwise</b> , EE serves a full six-month probationary period. | An EE <b>converted</b> to career by meeting the criteria for conversion, which has worked in the <b>same appointment</b> and is converted to same career position will have all time credited toward their probationary period.<br><br>If EE <b>converted</b> to a career appt with substantially similar duties and EE has <b>at least 6 months of service at 50% time, 3 months will be credited</b> toward the probationary period.<br><br><b>Otherwise</b> , EE serves a full six-month probationary period. | An EE <b>converted</b> to career by meeting the criteria for conversion, which has worked in the <b>same appointment</b> , and is converted to same career position shall have all time applied toward their probationary period.<br><br>If EE <b>converted</b> to a career appointment with substantially similar duties shall have 3 months credited toward the probationary period.<br><br><b>Otherwise</b> , EE serves a full six month probationary period | An EE <b>converted</b> to career by meeting the criteria for conversion, which has worked in the <b>same appointment</b> and is converted to same career position will have all time credited toward their probationary period.<br><br>If EE receives a career appt with similar duties and EE has <b>at least 6 months of service at 50% time, 3 months will be credited</b> toward the probationary period.<br><br><b>Otherwise</b> , EE serves a full six month probationary period | An EE <b>converted</b> to career by meeting the criteria for conversion, which has worked in the <b>same appointment</b> and is converted to same career position will have all time credited toward their probationary period.<br><br>If EE <b>converted</b> to a career appt with substantially similar duties and EE has <b>at least 6 months of service at 50% time, 3 months will be credited</b> toward the probationary period.<br><br><b>Otherwise</b> , EE serves a full six-month probationary period. | An EE <b>converted</b> to career by meeting the criteria for conversion, which has worked in the <b>same appointment</b> , and is converted to same career position shall have all time applied toward their probationary period.<br><br>If EE <b>converted</b> to a career appointment with substantially similar duties shall have 3 months credited toward the probationary period.<br><br><b>Otherwise</b> , EE serves a full six month probationary period | An EE <b>converted</b> to career by meeting the criteria for conversion, which has worked in the <b>same appointment</b> and is converted to same career position shall have all time applied toward their probationary period.<br><br>If EE <b>converted</b> to a career appointment with substantially similar duties and EE has <b>at least 6 months of service at 50% time, 3 months will be credited</b> toward the probationary period.<br><br><b>Otherwise</b> , EE serves a full six-month probationary period. |

<sup>1</sup> EE = Employee

Note : 6 month probationary period = Average of 130 days or 1040 hours

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| <b>Performance Evaluation(s) during Probationary Period</b><br><br><i>Campus procedure - one evaluation near the end of probation.</i> | Shall be evaluated in writing prior to probation end date.          | Shall be evaluated in writing at least once during a full probationary period at approximately the midpoint | At least once in writing during a full probationary period.                                     | Shall conduct one written evaluation prior to the completion of the probationary period. | No specific language in contract.   | Shall conduct at least one written evaluation just prior to the completion of the probationary period. | The EE's work shall be evaluated in writing at or near the midpoint during a full probationary period. | Shall be evaluated in writing at least once during a full probationary period at approximately the midpoint. | The EE's work shall be evaluated in writing at or near the midpoint during a full probationary period. |
| <b>Extension of Probationary Period</b>  | Up to 3 months<br><br>Campus practice is advance notice in writing. | Up to 3 months<br><br>7-day notice in writing, with reasons & new probationary period end date.             | Up to 3 months<br><br>7-day notice in writing, with reasons & new probationary period end date. | Up to 3 months<br><br>Campus practice is advance written notice.                         | Up to 3 months<br><br>7-day notice in writing, with reasons & new probationary period end date. | N/A  | Up to 3 months<br><br>7-day notice in writing, with reasons & new probationary period end date.        | Up to 3 months<br><br>7-day notice in writing, with reasons & new probationary period end date.              | Up to 3 months<br><br>7-day notice in writing, with reasons & new probationary period end date.        |
| <b>Release during Probationary Period</b>  | YES, at any time at the discretion of the University.               | YES, at any time, at the sole discretion of the University.   | YES, at any time, at the sole discretion of the University.                                     | YES, at any time, at the sole discretion of the University.                              | YES, at any time, at the sole discretion of the University.                                     | YES, at any time, at the sole discretion of the University.  | YES, at any time, at the sole discretion of the University.  | YES, at any time, at the sole discretion of the University.  | YES, at any time, at the sole discretion of the University.  |
| <b>Released employee noticed in writing</b> ( <i>campus procedure</i> )  | YES   | YES   | YES   | YES  | YES   | YES  | YES  | YES  | YES  |
| <b>Reasons for release in notice</b>   | NO  | NO  | NO  | NO   | NO  | NO   | YES  | NO   | YES  |
| <b>Union receives copy of release</b>  | N/A   | NO  | NO  | NO   | NO  | NO   | NO   | NO   | NO   |
| <b>Release grievable?</b>  | Yes   | No  | NO  | NO   | NO  | NO   | NO   | NO   | NO   |