

## **PROBATIONARY PERIOD**

**Section 1.** All sections in this article will be applied individually to each position held by a student worker, including promotions into a new role.

**Section 2.** An employee's first ten (10) weeks of work will be considered a probationary period. Approved leaves of absences will not be counted toward the probationary period.

During probationary periods, supervisors will determine if the employee has the skills, knowledge and demonstrates work performance necessary to be successful in the position; this includes appraising the employee's ability to learn and perform job duties within a reasonable period of time, quality of work, productivity, cooperation, attendance, punctuality, and other expectations as outlined by their supervisor.

**Section 3.** With University HR approval, a supervisor may extend the probationary period by an additional five (5) weeks of work.

**Section 4.** If an employee does not meet performance expectations during the probationary period, the employee may be released. All probationary period releases must be approved by the department head.