

**ARTICLE 30
PROBATIONARY PERIOD**

A. GENERAL CONDITIONS

1. Employees appointed to career positions shall serve a probationary period of twelve (12) months of continuous service at one-half (½) time or more without a break in service, commencing on the first (1st) day of actual work.
2. Time on leave, with or without pay, is not qualifying service for the completion of the probationary period.
3. During a full probationary period, the employees' work performance and general suitability for University employment shall be evaluated in writing, at or near the midpoint.
4. Employees who are rehired following a break in service of one (1) year or less shall not be required to serve a new probationary period, provided:
 - a. rehire occurs in the same class and specialty within the same department, and
 - b. the rehired employee had regular status in that class at the time of termination.

Otherwise rehired employees serve a probationary period.

B. TRANSFER FROM NON-CAREER TO CAREER POSITIONS

1. A non-career employee appointed, transferred or promoted to a career appointment within the unit may, at the sole non-grievable discretion of the University, be required to serve a twelve (12) month probationary period upon employment in the career position.
2. However, a non-career employee in a limited appointment who has met the criteria in Article 29 - Positions/Appointments, Section B.2, for conversion to career status and who has worked in the same limited appointment in which s/he is directly converted will have such time in that appointment applied against the probationary period for the new career appointment. For the purposes of this provision, "same appointment" means an appointment in the same department/unit and with the same duties as the appointment to which the individual was assigned prior to conversion, and which reports to the same supervisor as did the previous limited appointment.
3. A non-career employee in a limited appointment who has at least twelve (12) months of continuous service at fifty percent (50%) time or more in a non-career appointment and who is appointed or is converted in accordance with Article 29 – Positions/Appointments, Section B.2, to a career with substantially similar job

duties shall have three (3) months service credit toward completion of her/his probationary period in the new career position.

C. RELEASE DURING PROBATIONARY PERIOD

Prior to the completion of the probationary period, an employee may be released at the sole discretion of the University. The employee shall be informed of the general reason(s) for her/his release.

D. DISPUTES

1. Except for the University's failure to provide a performance evaluation pursuant to Section A.3, above, actions taken by the University under the provisions of this Article are not subject to the grievance or arbitration procedures of the Agreement.
2. In the event an employee alleges that the University failed to provide a performance evaluation as provided in Section A.3, above, the remedy shall be limited to evaluating the employee's performance in writing.