

**ARTICLE 29  
PROBATIONARY PERIOD**

**A. CAREER APPOINTMENTS**

Employees in career appointments shall serve a probationary period of six (6) calendar months, at 50% time or more, without a break in service. Time on leave, with or without pay, is not qualifying service for completion of the probationary period. Employees who are rehired following a break in service shall serve a new probationary period, whether or not they previously completed a probationary period. Prior to the completion of the probationary period, an employee may be released at the discretion of the University, and without recourse to the Grievance or Arbitration Procedure(s) of this Agreement.

**B. LIMITED APPOINTMENT**

A limited appointment employee appointed, transferred, or promoted, to a career appointment within the unit shall serve, at the discretion of the University, a probationary period commencing with the career appointment.

1. An employee in a limited appointment who has met the criteria in Article 28 - Positions/Appointments - Section B.2 for conversion to a career appointment and who has worked in the same appointment in which he/she is directly converted will have such time in that appointment applied against the probationary period for the new career appointment. For purposes of this provision, "same appointment" means an appointment in the same department/unit with same job description, with the same supervisor for at least 3 months as the appointment that the individual was assigned immediately prior to the conversion.
2. A non-career employee in a limited appointment who has at least six (6) months of continuous service at 50% time or more in a non-career appointment and who is appointed or is converted in accordance with Article 28 - Positions/Appointments, Section B.2. to a career position with substantially similar job duties shall have three (3) months service credit toward completion of his/her probationary period in the new career position.

**C. Temporary Appointment**

A temporary appointment employee appointed, transferred, or promoted, to a career appointment within the unit shall serve, at the discretion of the University, a probationary period commencing with the career appointment. Up to three (3) months of time served as a temporary employee (as defined in Article 28 E) in the same job immediately prior to hire, shall count toward completion of the probationary period. For the purposes of this provision, "same job" means a job in the same department/unit, with the same job description.

- D.** At the discretion of the University, an employee's probationary period may be extended. Such an extension shall be for a specific period of time not to exceed three months. At least seven (7) calendar days prior to the effective date of the extension, the employee shall be informed in writing of the reason(s) for and the period of the extension.

- E.** A probationary employee shall be evaluated in writing at least once during a full probationary period at approximately the mid-point.
  
- F.** Public Safety Dispatchers shall serve a 12-month probationary period beginning on the first date of hire into the series in accordance with POST regulations.