



Policy on Probation for Nonexempt Employees

(Approved by the President on January 18, 2005)

I. PURPOSE & APPLICABILITY

This procedure establishes a method for approving certain actions concerning probation for nonexempt employees and designates the office/person responsible for approving those actions. This procedure applies to all regular appointments to Nonexempt positions.

II. BACKGROUND

BOR VII-1.21 UMS Policy on Probation for Nonexempt Employees requires that each USM institution create procedures to implement the policy.

III. DEFINITIONS

- A. Probationary Period – A trial period of work in a job class.
- B. Original Probationary Period – a trial period of work following original appointment to a Nonexempt job class at each USM institution.
- C. Status Change Probationary Period – a trial period of work as a result of reinstatement or reclass/transfer (promotional, lateral, or a demotion).
- D. Unit Head – a Center Director, Vice President or the President.

IV. LENGTH OF PROBATIONARY PERIOD

- A. As stated in BOR VII-1.21, Original and Status Change Probationary periods shall be six (6) months.
- B. Probation for Contingent to Regular Status
 - 1. If a supervisor wishes to require a probationary period for an employee who is appointed as a regular status employee without a break in service to the same position held during the contingent appointment, the supervisor shall make a written request to the Unit Head. The request shall include an explanation describing why the probationary period should be imposed, the proposed length of the probationary period (not to exceed an initial period of 6 months), and a completed PMP form.
 - 2. If the Unit Head supports the request, he/she shall indicate approval on the request and forward the package to the Assistant Vice President for Human Resources.
 - 3. The Assistant Vice President for Human Resources shall review the request and discuss it, as necessary, with the supervisor and/or Unit Head or designee.
 - 4. The Assistant Vice President for Human Resources shall return a written decision to the Unit Head.

5. The employee shall be notified in writing of the probation requirement in the original offer letter.

C. Extension of Original Probation

1. A supervisor who wishes to extend the original or status change probationary period of an employee in a nonexempt position shall make a written request to the Unit Head. The request shall include an explanation describing why the probationary period should be extended, the proposed length of the extension, and a completed Performance Management Process (PMP) form.
2. An original probation period may be extended one time for a maximum of six (6) months.
3. If the Unit Head supports the request, he/she shall indicate approval on the request and forward the package to the Assistant Vice President for Human Resources.
4. The Assistant Vice President for Human Resources shall review the request and discuss it, as necessary, with the supervisor and/or Unit Head or designee.
5. The Assistant Vice President for Human Resources shall return a written decision to the Unit Head.
6. The employee shall be notified in writing that the probationary period will be extended at least two weeks before expiration of the probationary period.

D. Extension of Probation Period Following Conversion from Contingent to Regular Status

If a supervisor wishes to extend the probation of an employee who is appointed as a regular status employee without a break in service to the same position held during the contingent appointment, the supervisor shall follow the procedure used for Extension of Original Probation (IV.C. above).

V. REJECTION DURING PROBATIONARY PERIOD

A. Original Probationary Period

1. A supervisor who wishes to separate an employee on original probation shall complete a PMP form and the UMBI Report on Probation before the expiration of the probationary period.
2. The supervisor shall notify the Unit Head or Designee that the employee will not pass probation. The Unit Head or Designee shall notify the Assistant Vice President for Human Resources by forwarding a copy of the PMP form and a draft employee notification letter.
3. The Assistant Vice President for Human Resources shall review the PMP form and draft letter and shall notify the Unit HR/Payroll representative whether the letter is approved.
4. The letter notifying the employee of rejection on probation shall be signed by the Unit Head or Designee and shall be delivered to the employee at least 2 weeks before the expiration of the probationary period.

UMBI Policies and Procedures

B. Status Change Probationary Period

1. An employee serving a status change probationary period may only be separated for cause.
 2. A supervisor who wishes to separate an employee on status change probation shall complete a PMP form and the UMBI Report on Probation before the expiration of the probationary period. The supervisor shall also submit a letter describing the circumstances that constitute separation for cause.
 3. The supervisor shall submit these documents detailed in V.B.2 to the Unit HR/Payroll. The Unit HR/Payroll representative, in turn, shall forward the documents to the Assistant Vice President for Human Resources.
 4. The Assistant Vice President for Human Resources shall review the PMP form and shall notify the Unit HR/Payroll representative whether the action is approved. The Assistant Vice President for Human Resources shall return a draft notification letter to the Unit HR/Payroll representative.
- C. The notification letter to the employee shall be signed by the Unit Head or Designee and shall be delivered to the employee at least 30 days before the expiration of the probationary period.

The period of notice for original and status change rejection on probationary period may be shortened as necessary in the event of the employee's incompetence or gross misconduct which jeopardizes essential services.

APPROVED: Jennie C. Hunter-Cevera