

PROBATIONARY PERIODS

There are three different types of probation to which a Managerial/Professional or Office/Service staff member may be subject:

Initial Probationary Period. All Office/Service employees new to the University of Nebraska at Omaha are subject to a 180-day initial probationary period. This period of time is part of the employee selection process and is time for both the newly hired employee and his/her supervisor to determine the employee's suitability to the job. The initial probationary period may be extended to a maximum of twelve months by the supervisor if the supervisor submits a written performance evaluation requesting the extension and an appropriately completed Personnel Action Form to the Human Resources Office. Supervisors must comply with University policies and procedures when recommending the extension of an employee's probation. Supervisors also have the option of removing an employee from probation earlier than six months. To do so, the supervisor must complete an evaluation form and a Personnel Action Form and submit them to the Human Resources Office. An employee may be dismissed during the initial probationary period for any reason except prohibited discrimination; progressive discipline is not necessary. The serving of an initial probationary period shall not prevent an employee from being promoted to a position of a higher classification.

Disciplinary Probationary Period. Any Managerial/Professional or Office/Service employee who fails to satisfactorily perform the duties and responsibilities of his/her position or to comply with University policies, procedures, and regulations may be subject to disciplinary probation. Supervisors may place an employee on disciplinary probation for up to 180 days. A written evaluation and a completed Personnel Action Form must be forwarded to the Human Resources Office. Employees on disciplinary probation are not eligible for pay increases (other than to increase pay to new pay plan minimums) and may be dismissed for any reason except prohibited discrimination.

Change of Status Probationary Period. Employees who move into new Office/Service jobs within UNO because of promotion, demotion, or lateral transfer are placed on a 180-day probationary period. During this time the supervisor evaluates how well the employee is learning and performing his/her new duties. The supervisor may extend or shorten the probationary period by completing a written evaluation and submitting a completed Personnel Action Form to the Human Resources Office. An employee may be dismissed during this probationary period for any reason except prohibited discrimination.

EMPLOYEE EVALUATION

Performance evaluations are designed to provide a channel of communication between employee and supervisor. The written report helps the employee understand the supervisor's expectations and how well he/she has met those expectations during the evaluation period. The performance evaluation should provide formal written documentation of the less formal feedback (both oral and written) that the supervisor has provided to the employee throughout the evaluation period.

Managerial/Professional employees are evaluated each year near May 1. Supervisors are encouraged to use the Managerial/Professional evaluation instrument provided by Human Resources but may opt to devise their own evaluation instrument.

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Office/Service employees receive their first formal evaluation upon completion of their Initial Probationary Period, typically 180 days after hire. Additional performance evaluations are then due on an annual basis from the date of the first evaluation.

After completing the written report, the immediate supervisor and the employee will discuss the contents of the evaluation. The discussion should provide the employee with an opportunity to ask questions, clarify information, express concerns, etc. The employee will then be asked to make his/her comments on the form and sign the document. The employee's signature does not mean he/she necessarily agrees with the report; the signature means that the employee is aware of the contents of the report. If an employee feels he/she was evaluated unfairly, he/she is welcome to prepare a written rebuttal and submit any supporting documentation. Any documentation and comments will be placed with the evaluation in the employee's personnel file in the Human Resources Office. If an employee feels that his/her supervisor has violated University policy in completion of the evaluation process, he/she should inform the Human Resources Office. The written performance evaluation becomes a permanent part of the employee's personnel file.

Supervisors are expected to complete evaluations in a timely manner. Supervisors may complete a written evaluation at any time to note specific levels of performance, either favorable or unfavorable. Evaluations may be used to decide any number of personnel actions including promotions, pay increases, terminations, etc. It is critical that the reports accurately reflect the employee's job performance.