

Probationary Period

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Scope

This policy applies to all University of Nebraska at Omaha (“UNO” or “University”) employees holding regular managerial/professional or office/service appointments.

Policy Statement

All regular managerial/professional and office/service employees of UNO must complete a six (6) month probationary period at the beginning of their employment. The probationary period provides supervisors an opportunity to evaluate an employee’s job performance, work habits, conduct, and overall suitability for continued employment.

Employees typically serve only one initial probationary period unless:

- They have a break in UNO employment,
- They are reemployed following a reduction-in-force, or
- They change positions during their original probationary period.

Successful completion of the probationary period does not create any right to continued employment. Employment after the probationary period continues in accordance with the terms of the employee’s appointment. UNO reserves the right to terminate appointments at any time upon providing appropriate notice, when applicable.

Supervisors must exercise their discretion in probationary decisions in a consistent, fair, and non-discriminatory manner. All decisions relating to probation must be reviewed by Human Resources for consistency and equity.

Reason for Policy

The probationary period is intended to ensure:

- Effective assessment of employee performance and fit within a department or business unit,
- Consistency with University of Nebraska System employment standards, and
- Fair, equitable, and legally compliant employment practices.

This policy supports supervisors in establishing clear expectations and ensures that new employees are provided adequate feedback and evaluation.

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Procedures

Probationary Period Duration

All regular managerial/professional and office/service employees will serve a six (6) month probationary period. If an employee changes positions during probation (via transfer or promotion), the original probationary period continues until the full six-month period is complete.

Job Changes During Probation

Employees may be permitted to change positions during probation; however, the probationary period is not restarted unless required by Human Resources based on the circumstances.

Performance Evaluation

Supervisors must provide a written performance evaluation before the probationary period ends. If no evaluation is completed and signed by the supervisor by the end of the probationary period, the probationary period ends automatically. A Personnel Action Form must be completed upon successful completion of probation.

Extension of Probationary Period

The probationary period may be extended up to an additional six (6) months. Extensions must be approved by Human Resources. The employee must be notified in writing prior to the end of the original probationary period. Without written approval and advance employee notification, probation cannot be extended.

To extend a probationary period, the supervisor must make a written request to the Manager, Employee Relations. They should include information regarding:

- what performance or behavioral concerns are occurring that can be corrected with additional probation
- what has been done to address those concerns thus far
- what plan is proposed helping make those corrections
- why the supervisor believes an extension is the best course of action.

The Manager, Employee Relations will review the request and, if appropriate, seek approval from the Assistant Vice Chancellor for Human Resources.

After approval of the request, the supervisor will hold a meeting with the employee, explaining the need for extended probation, reviewing the plan and expectations for the period, and delivering a letter with the same information. A signed copy of this letter is returned to Human Resources for the personnel file. The supervisor must then submit a PAF to HR Records (unorecords@unomaha.edu) extending the probationary period.

Grievance Restrictions

Employees may not use UNO's grievance procedures to challenge employment actions taken during the probationary period. This restriction does not limit an employee's ability to file complaints related to discrimination, harassment, retaliation, or requests for accommodation.

Pay Increases

Employees normally will not receive a pay increase during their probationary period, unless the increase is part of a general, campus-wide wage adjustment or similarly approved action.

Termination During Probation

Employment during probation is considered at will and may be terminated at any time and for any reason without advance notice. Terminations during probation cannot be grieved through UNO's grievance procedures. Employees who believe their termination violates laws regarding discrimination, harassment, or retaliation may submit a complaint to Human Resources or the appropriate compliance office.

Definitions

Probationary Period: A trial period at the start of employment during which the employee's performance, conduct, and suitability for continued employment are evaluated.

Regular Employee: An employee appointed to a managerial/professional or office/service position eligible for benefits.

Performance Evaluation: A documented assessment of an employee's work performance conducted prior to the completion of probation.

Additional Contacts

Subject	Contact	Phone	Email
Probation policies or questions	Rachel Radel	402.554.3668	rradel@unomaha.edu
Compliance questions	UNO Compliance	402.554.3490	unocompliance@unomaha.edu

Forms

[Personnel Action Form \(PAF\)](#)

Related Information

[University of Nebraska Administration Human Resources Handbook for Policies](#)

History

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor's Cabinet in October 2015.

Policy revised September 2018 to specify that, in accordance with University of Nebraska system policy, all non-faculty benefits-eligible employees are subject to a 180-day probationary period.

02.26.26: Proposed draft revision to include, but not limited to, the following: The new policy clarifies eligibility and strengthens rules related to probation status, oversight, grievance limits, pay restrictions, and at-will employment while emphasizing compliance and performance expectations. It also formalizes procedures for evaluations and extensions and adds pay limitations and a definitions section.