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## Probationary Period

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### Scope

This policy applies to all non-faculty, benefits-eligible employees new to the University of Nebraska at Omaha.

### Policy Statement

Non faculty, benefits-eligible employees new to the University of Nebraska at Omaha are subject to a 180-day probationary period.

### Reason for Policy

The probationary period serves as a tool to:

- Assist the employee as he/she transitions to a new work environment.
- Allow both the employee and the supervisor to determine & confirm the employee's suitability & fit to the job.
- Develop a mutual understanding of job expectations and performance objectives
- Ensure the employee has the necessary tools to effectively do the job.
- Help the employee develop the skills needed to perform the job.

## Procedures

- Provide as much support as possible to the new employee during this crucial time.
- Provide the employee with a clear job description.
- Ensure the employee understands what is expected of him/her and what the measurement criteria is.
- Familiarize the employee with both the university and the department's written and unwritten policies, procedures and practices.
- Introduce the new employee to the on-line Employee Policies.
- Provide for a systematic department orientation for the employee.
- Schedule the employee for New Hire Orientation.
- Make sure the employee understands the duration of the probationary period and what he/she can expect during, and upon finalizing, the 180 days.
- Provide regular feedback throughout this period.
- Show a continuing interest in the new employee.

### Evaluating Employee's Probationary Period

The probationary period lasts 180 days. This is a critical period for the supervisor to assess the new employee. By the end of the probationary period, the supervisor should be confident that the right hiring decision was/was not made. The supervisor will also be confident that the employee meets the essential functions and requirements of the job.

Toward the end of the 180 days, all non-faculty benefits-eligible employees—Office/Service and Managerial/Professional—will receive an email with a link to complete a self-appraisal in the UNeVal online performance review system. Once the self-appraisal is completed, it will be forwarded to the immediate supervisor to complete the appraisal process. There should be NO surprises in this evaluation as there should have been periodic feedback provided to the employee throughout this period. The completed performance review is kept in the UNeVal Data Base.

In addition, a Personnel Action Form (PAF) will be sent to Human Resources to remove the employee from their probationary period.

### Extending the Probationary Period – by Exception Only

The employee's probationary period is not to be extended, except for extraordinary circumstances. Any extension is to be approved by Human Resources prior to the end of the probationary period and before it is communicated to the employee. The request is to be submitted to Human Resources in writing. If approved, a Personnel Action Form (PAF) will be completed by the supervisor and submitted to Human Resources stating the extended duration.

### Release During the Probationary Period

The university has no obligation to continue employment through the probationary period. If it is determined during the probationary period that the services of an employee have not been acceptable, the employee may be dismissed with Human Resources approval. Dismissals during probationary period are not grievable, except in cases of alleged discrimination.

## 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.

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