PROBATIONARY PERIOD

New Hire / Change of Status

INTRODUCTION:

All Office/Service employees new to the University of Nebraska at Omaha or to a position at UNO, are subject to a 180-day Probationary Period. These are referred to as:

- New Hire Probationary Period
- Change of Status Probationary Period (resulting from promotion, demotion, or lateral transfer)

PURPOSE:

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.

MANAGEMENT PROCESS / What You Should Do:

- 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 Handbook
- 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.

Towards the end of the 180 days the supervisor will conduct an end of probationary period formal evaluation. 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 sent to Human Resources to be placed in the employee’s file.

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 will be completed by the supervisor and submitted to Human Resources.

RELEASE DURING THE PROBATIONARY PERIOD

Unsatisfactory or unsuitable employees should be released during the probationary period. The University has no obligation to continue employment through the probationary period; thus an employee may be dismissed during the probationary period at any time and for any reason except prohibited discrimination.

Delaying a needed release action does little to help the campus, the department, or the employee.

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