

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.5	Employment Administration	Revised:	February 2009
Policy 4.5.5	Probationary Period	Responsibility:	Vice President for Human Resources

PROBATIONARY PERIOD

Purpose

The probationary period is a part of the selection process. Its purpose is to determine if the probationary employee's performance, ability, willingness, and dependability merits continuation of employment.

Policy

All newly hired regular classified employees of the Health Science Center shall be subject to a probationary period of six (6) continuous months of service at one-half time or more without a break in service. Time on leave with or without pay is not qualifying service for the completion of the probationary period. Employees who are rehired following a break in service shall serve a new probationary period whether or not they previously completed a probationary period. Individuals transferring from another component institution of The University of Texas System or another state agency or institution to a classified position within the Health Science Center shall also be subject to a probationary period.

This period shall be used for observation of a new employee's work performance by his or her supervisor and to permit the employee to adjust to the job and working conditions. Throughout this period, the immediate supervisor shall provide any assistance considered necessary by the supervisor to improve performance or facilitate adjustments.

The Health Science Center is free to release the probationary employee from employment who is judged by the supervisor or other administrative official not to be competent or otherwise qualified to continue employment. Probationary employees are not subject to institutional discipline, dismissal, grievance or appeal policies and procedures. The reasons for any release action should be documented and shall become part of the employee's files.

Upon completion of the probationary period, an employee shall have all the conditions and privileges of a non-probationary employee. The employee shall also acquire seniority for purposes of vacation accrual and longevity pay from the beginning date of employment.

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Applicability

This policy applies to all newly appointed regular classified employees of the Health Science Center.

Beginning Date

The probationary period begins with the first day of appointment to a regular position. Employees appointed to non-regular positions are employment-at-will employees, but not probationary employees.

Transfers During Probationary Period

During the probationary period, the employee may not transfer to another position or department within the Health Science Center except with the written permission of his or her supervisor.

Pay Increases

Probationary employees are not eligible for merit increases, however probationary employees are eligible for any cost of living adjustments mandated by the State Legislature unless otherwise stated.

Transfers and Promotions

Employees who have transferred or been promoted into another classified position are not subject to another probationary period if the initial six (6) month probationary period has been completed and if there has been no break in service during that period.
