

Probationary Period

Summary/Purpose: All non-faculty, non-contractual employees must complete an initial probationary period not to exceed six months unless an exception is granted by the Director of Human Resources (or designee) to extend the probation period beyond six months. The employee must successfully serve in the position for a minimum of three months before the supervisor can recommend continuation of employment under the “regular” (non-probationary) status. Guidelines are given for the supervisor to utilize during this period of time along with procedures for processing the probationary staff review. This includes the time frame for the review and when the probation period can be continued.

All non-faculty, non-contractual employees must complete a probationary period for an initial period not to exceed six months, unless an exception is granted by the Director of Human Resources (or designee) to extend the probation period beyond six months. This initial period of each employee's service shall be utilized by the supervisor for observing closely the employee's work, for counseling the employee on area of needed improvement, and considering continued employment if the work performance meets the required work standards.

Process:

Ninety days after the employee's start date, the online Probationary Staff Review form is made available to the supervisor. The supervisor will receive an email with instructions to access the online form on the University's site, connectU, at connectu.olemiss.edu, within the “Performance & Engagement” tile.

The probationary review consists of a brief review of the employee's performance on general job group-related objectives. The supervisor is also encouraged to include an overall comment.

At this time the supervisor may make a decision regarding the staff member's continued employment with the University. The form will include a published due date seven (7) days prior to the sixth month of employment, with additional steps and deadlines programmed to ensure the process, including all acknowledgements and approvals, is completed by the sixth month of employment. Failure to complete and submit the review by the sixth month of employment will result in automatic continued employment with an updated status of “regular” (non-probationary).

If the supervisor determines that additional time is required to assess the employee's skills, abilities, interest and/or performance, the supervisor may request to extend the probationary period for an additional period not to exceed a total of twelve months of employment. The request must be communicated to a Human Resources manager and processed on the initial Probationary Review Form by the employee's sixth month of employment (six month anniversary date). If approved, an additional form, Extended Probationary Review, will be launched for the next Probationary Review determination. The supervisor will receive an email with instructions to access the online form on the University's site, connectU, at connectu.olemiss.edu (<https://connectu.olemiss.edu/>), within the “Performance & Engagement” tile. The additional requested time for the probationary review does not guarantee continued employment for the full requested amount of time. The extension must be requested and granted through the initial Probationary Review form.

The University of Mississippi

It is the supervisor's responsibility to submit the probationary review in a timely manner.

The form is submitted online through the connectU program. After the supervisor submits the form, the employee may acknowledge the form and forwards the electronic form for the next signature, the supervisor's manager (next level manager). Once received, a Human Resources representative will acknowledge receipt and the form will be completed. A copy of the form is retained in each person's "Completed" folder within the Performance module, accessed through the drop down menu.

Failure to complete and submit the review by the sixth month of employment will result in continued employment with an updated status of "regular" (non-probationary).

Required licensure/certification:

Recommendation for continued employment in a "regular" status may not be made until the licensure/certification requirement as defined in the position description is satisfied.

Termination of Employment:

Probationary employees may be terminated at any time during the probationary period without a right of appeal. Department heads should ensure, however, that the reason(s) for the termination is documented. The documentation needed does not rise to the same level as that for termination of a regular employee but should outline how the employee failed to meet work standards.

Transferred Employment:

Anyone hired into a regular (non-temporary) support staff or professional/administrative staff position will be required to complete six months of employment before being allowed to apply for other jobs on campus.

The only exceptions include:

An employee in the probationary period may apply for a promotional opportunity that is in the best interest of the employee and the University. While in the probationary period, a non-exempt employee may not apply for another similar non-exempt position outside of the department.

An employee may transfer within his/her current department. If an employee transfers to another position during the probationary period, the probationary period will be extended so that the person will serve a minimum of three months in a probationary status in the new position before the supervisor can recommend continuation of employment in a "regular" status.

Transferred Employment after Successfully Completing a Probationary Period with the University:

An additional probationary period is not required of an employee who already successfully completed an initial probationary period with the University upon promotion to a new position. If the employee is unable to perform satisfactorily in the new position and has put forth a good-faith effort, the University will make every possible effort to attempt to effect a change to a position similar to the one held by the employee.