

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Employment Probationary Period

**3-001
FISCAL SERVICES
July 2009**

POLICY

- 1.01 All new employees will be required to serve an initial probationary period. An employee may be separated from employment during the probationary period with or without cause and without any requirement of advance notice. Additionally, an employee has no "property interests" in continued employment during probation and there is no contractual right to expect continued employment. Personnel so dismissed from employment are not eligible for appeal under the Oklahoma State University Institute of Technology Grievance Policy (see Oklahoma State University Institute of Technology Policy & Procedure Letter 3-016).

PROCEDURES

- 2.01 All new employees will serve an initial 12-month probationary period. All teaching faculty members must serve the total 12-month period in a teaching assignment.
- 2.02 At the end of or during the 12-month probationary period the individual's unit leader or supervisor may make a recommendation that the employee be placed in a continuing employment status, or that the probationary period be extended, or separation from appointment. The recommendation in the form of a memo or Employee Contact Notice with the appropriate documentation (completed Performance Appraisal) should be attached and forwarded to the appropriate administrator for approval.
- 2.03 If the supervisor or the unit leader finds it necessary to extend the probationary period, not to exceed four months, the employee should be apprised of the reason(s) for the extension. A memorandum summarizing the reasons for extension should be provided to the employee and a copy attached to the Performance Appraisal, including the date to review the probation extension. The Performance Appraisal and memorandum copy should be forwarded to the appropriate administrator for approval.
- 2.04 The supervisor will conduct a performance appraisal of all new employees at four month intervals during the 12-month probationary period.
- 2.05 Employees may request to use accrued annual leave and sick leave during the initial probationary period.
- 2.06 It is the responsibility of the Human Resources staff to explain this policy and obtain the individual's signature on the probation statement. (See Exhibit 1.)

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- 2.07 Any employee who transfers to another unit will be required to complete the probationary period as defined in Section 2.01. Any exceptions to serving another employment probationary period when being transferred must have the unit leader's and the Vice President of Fiscal Services approval.

Approved: August 1996
Revised: January 2005
Revised: July 2009