

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **PROBATIONARY PERIOD**
Policy #: **4.2**

Employees (new hire, rehire, transfer from another state agency/institution, demotion, a promotion to a higher grade or level of responsibility, excluding faculty) are placed on probationary employment status for three months. At the end of three months, your supervisor must either place you on regular status, extend your probationary employment period (not to exceed an additional three months), or terminate your employment.

A decision on your status at the end of your probationary employment period will be based on your supervisor's evaluation. A probationary employee should be counseled by his/her supervisor regarding any job related deficiencies during the probationary period. This evaluation will be conducted using an evaluation form. This is not to be confused with your annual evaluation which is conducted using the Arkansas Performance Evaluation System.

Employees on probationary employment do not have access to the University's Grievance Procedure.

Resource(s):

Approved by:

Approval date:

Custodian: Human Resources