

**University Policy Number: 200.38**  
**PROBATIONARY PERIOD**

**Responsible Administrator:** Office of the President

**Responsible Office:** Office of Human Resources

**Originally Issued:** February 2022

**Revision Date:**

**Authority:** Office of the President

**Policy Statement**

It is the policy of Claflin University to maintain a workforce of highly qualified, skilled, and capable employees who will assist the University in maintaining the high level of competency necessary to achieve its mission. The Probationary Period provides an introductory period of employment for original employment or re-employment to determine if the employee will be granted full-time status with applicable rights as set forth by the University.

**Statement of Purpose**

The purpose of this policy is to establish guidelines for employees to serve a six-month probationary period of employment. The probationary period allows the University an opportunity to determine if the employee who was selected for the position is suited for the job. Employees who fail to meet the expectations of the positions are not retained by the University.

**Applicability**

This policy is applicable to all full-time administrators and staff personnel.

**DEFINITIONS**

**Applicable Rights** – Benefits that an employee receives upon satisfactory completion of the probationary period which include vacation leave, community service leave, tuition remission, etc.

**Employee Performance Evaluation/6-Month Probationary Period Form** – The official document used to provide defined job expectations/goals, conduct the probationary progress reviews throughout the probationary period, and evaluate the job performance.

**Employee Position Description** – The document which describes the specific duties and responsibilities of a position, identifies expectations, and is used to develop the position announcement for recruitment.

Probationary Period – The six-month period all new or re-employed employees must serve before they are eligible to continue their employment and receive applicable rights as full-time employees.

Probationary Progress Review – The interim performance evaluation/appraisal conducted during the probationary period and documented on the Employee Performance Evaluation/6-Month Probationary Period Form.

Reviewer – The supervisor of the evaluator.

Unsatisfactory Performance – Job performance that does not meet established position expectations.

## **PROCEDURE**

### **The Probationary Performance Plan**

1. Establishing Expectations
  - A. The supervisor should establish job performance plan/expectations using the Employee Position Description for each new employee. This plan should be established within the first 15 days of employment and documented on the Employee Performance Evaluation/6-Month Probationary Period Form.
2. Probationary Progress Reviews
  - A. It is strongly recommended that supervisors provide feedback to or evaluate new employees' performance frequently during the probationary period. Interim probationary progress reviews may be completed at any time during the probationary period. The Employee Performance Evaluation/6-Month Probationary Period Form should be used to document the interim probationary progress reviews and to provide feedback to the employee.
  - B. Interim probationary progress reviews and documentation on an employee's progress during the probationary period, such as memoranda or other forms of communication, should be kept in a confidential supervisor's file separate from an employee's office personnel file. Employees should be provided copies of interim evaluations.
  - C. The supervisor should meet with the probationary employee within the first three months to advise the employee of his/her progress toward meeting the established performance plan/expectations. The supervisor should review the following with the employee:

- The six-month period from date of original employment or re-employment
- The Performance Plan/Expectations that were discussed at the beginning of the employment.
- The probationary progress review (documented on the Employee Performance Evaluation/6-Month Probationary Period Form) which the supervisor has completed based on the employee's performance to date.

## **THE PROBATIONARY PERIOD REQUIREMENTS**

All persons on initial employment or re-employment in full-time positions must serve a six-month probationary period effective from the date of employment or re-employment. However, the probationary period may be extended up to 12 months for performance reasons when (a) an employee is absent for an extended period, (b) the job duties and responsibilities change, or (c) the employee moves to another position during the probationary period. The total time served in probationary status may not exceed 12 months, including any period of leave, with or without pay.

The six-month probationary period for persons employed in law enforcement positions does not begin until the employee completes the academy training. Additionally, Campus Safety Officers who are promoted to Law Enforcement Officers may be offered an opportunity to return to a vacant Campus Safety Officer position if they do not successfully complete the academy training.

### **New Probationary Period**

- A. Employees selected for positions that require certification following completion of a prescribed training program as a condition of employment must complete a new six-month probationary period upon successful completion (e.g., Law enforcement positions or others as deemed necessary).
- B. Recruitment announcements for positions that require new probationary periods must include this requirement. Offer letters or other written employment notifications must include information about the additional probationary requirement, as appropriate.

### **Extended Probationary Period**

#### **A. Performance Reasons**

The probationary period may be extended for up to six additional months for performance reasons due to restructuring, reorganization or change in the duties and responsibilities of the position. The reasons for the extensions must be documented on the Employee Performance Evaluation/6-Month Probationary Period Form. Reviewers must approve extensions of the probationary period for performance reasons.

#### **B. Change of Position during Probationary Period**

When employees change positions during the probationary period, the original six-month period may remain, or it may be extended to provide the new supervisor the benefit of the full six-month probationary period. (However, the probationary period may be extended for performance or leave reasons as described in this policy).

Supervisors/managers must submit to the transfer supervisor an interim performance evaluation when an employee transfers to another department after three months, when applicable.

#### C. Leave during the Probationary Period

The probationary period may be extended when probationary employees are on:

- Leave with or without pay
- Workers' Compensation
- Family and Medical Leave (FMLA)
- Military leave with or without pay

#### D. Notice of Extension

Employees must be notified in writing if their probationary period will be extended for performance reasons or due to periods of leave. Documentation used by the University to support extending the probationary period must provide information to the employee about the performance deficiencies, expected level of performance, and the period for which the probationary period is extended.

### **End of the Probationary Period**

The supervisor should meet with the probationary employee approximately three weeks prior to the completion of his/her probationary period and conduct the final Employee Performance Evaluation/6-Month Probationary Period review.

### **Completion of the Probationary Period**

Probationary employees who work beyond their six-month period without being notified of (1) satisfactory completion (2) unsatisfactory performance or (3) that the probationary period was extended, will be regarded as having successfully completed the probationary period.

### **Continued Employment Not Guaranteed**

Satisfactory completion of the probationary period entitles the employee to certain applicable rights as set forth by the University; however, it does not guarantee the employee's continued and permanent employment.

### **Termination during Probationary Period**

Should the University determine at any time during the probationary period that an employee is not performing the position duties and responsibilities at a satisfactory level

or is not suited for the position, the employee should be terminated or allowed to resign. Records related to termination must reflect non-reappointment, unsatisfactory performance, or resignation during the probationary period. Employees may be terminated during the probationary period without access to the Grievance Procedure level

Probationary employees will be notified in writing of their termination from Claflin University. If the notification of termination must be made by mail, the letter will be sent to the employee by certified or registered mail.

### **Record Retention**

The Employee Performance Evaluation/6-Month Probationary Period Form, completed for the three-month progress review and at the end of the probationary period, is the official form that must be kept in the employee's personnel file in the Human Resources Office.

### **Documentation (Tools and Forms) Available on HR website -**

**<http://www.claflin.edu/careers/forms.htm>**

- Employee Position Description
- Employee Performance Evaluation/6-Month Probationary Period  
(Interim progress review/final appraisal instrument )
- Staff Guidelines

**CLAFLIN UNIVERSITY**



**EMPLOYEE PERFORMANCE EVALUATION  
6-MONTH PROBATIONARY PERIOD**

Employee Name \_\_\_\_\_ Position \_\_\_\_\_  
 \_\_\_\_\_ Department \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Date Employed in this Position \_\_\_\_\_  
 \_\_\_\_\_ Last Day of Probation \_\_\_\_\_

**Instructions to Evaluator/Supervisor:** Evaluators should refer to the **Employee Position Description** when developing the Probationary Performance Plan and completing this form. The evaluation should focus on the employee’s ability to perform the job duties and responsibilities and to meet the expectations and goals of the position. As necessary, the supervisor has the option to include defined expectations/goals for each attribute at the meet expectation level. Employees must be evaluated at three months and at the end of the probationary period. A third optional evaluation may be conducted at any other time during the probationary period. The evaluation rating of the employee’s job performance must be indicated by writing the appropriate rating number on the blank line to the right of each rating attribute in the applicable column (three-month, optional, or final evaluation of the employee). Use the following scale to rate each attribute:

- 1 = Unsatisfactory (Performance does not meet the minimum requirements/expectations of the position)**
- 2 = Needs Improvement (Performance generally does not meet the requirements of the position)**
- 3 = Satisfactory (Performance meets requirements and expectations of the position)**

ATTRIBUTES	DATE	3 MONTHS	Optional	FINAL
		Rating	Rating	Rating
<b>KNOWLEDGE OF JOB</b> The extent to which the employee demonstrates the knowledge, skills, and ability to perform the job specifics, displays clarity, understands the importance of the duties/responsibilities, and knows how to perform assigned tasks (given the employee’s length of time in his/her current position). Optional: Defined Expectations/Goals -				
<b>JOB PERFORMANCE</b>				

<p>The extent to which the employee ensures that assignments are well executed, thorough, effective, accurate, presentable, and completed within the established time frame.</p> <p>Optional: Defined Expectations/Goals -</p>			
<p><b>COMMUNICATION</b></p> <p>The extent to which an employee is proficient, precise, and professional in oral and written communications and effective in providing information in a clear, complete, and concise manner.</p> <p>Optional: Defined Expectations/Goals -</p>			
<p><b>RELATIONS WITH SUPERVISOR</b></p> <p>The extent to which the employee respects, responds, and adheres to supervisory directions, seeks counsel from supervisor on assignments and ways to improve performance, and receives input and recommendations.</p> <p>Optional: Defined Expectations/Goals -</p>			
<p><b>COOPERATION/WORKING RELATIONSHIPS</b></p> <p>The extent to which the employee effectively interacts and collaborates with others. Employee must exhibit tact, courtesy, effectiveness, and positive interaction when relating with students, colleagues, subordinates, supervisors, customers, and the University community.</p> <p>Optional: Defined Expectations/Goals -</p>			
<p><b>ATTENDANCE AND RELIABILITY</b></p> <p>The extent to which the employee demonstrates consistent attendance and punctuality, proper and timely notification to supervisor as appropriate, and the overall degree of reliability and dependability.</p> <p>Optional Defined Expectations/Goals:</p>			
<p><b>INITIATIVE/CAPACITY TO DEVELOP</b></p> <p>The extent to which the employee is self-directed, motivated, resourceful, and creative in meeting job expectations; following through on assignments; modifying or developing new ideas, methods, or procedures; and demonstrating the ability and willingness to accept new and more complex duties and responsibilities.</p> <p>Optional: Defined Expectations/Goals -</p>			
<p><b>ADHERENCE TO POLICY</b> – The extent to which the employee adheres to departmental/university policies and procedures, campus safety rules, and applicable guidelines, regulations, etc.</p> <p>Optional: Defined Expectations/Goals -</p>			

<b>DECISION MAKING/PROBLEM SOLVING</b> The extent to which an employee demonstrates proper judgement, utilize problem solving and critical thinking skills, and exhibit good moral judgement. Optional: Defined Expectations/Goals –			
<b>DIVERSITY</b> The extent to which the employee demonstrates a respect for the rights and property of all individuals regardless of gender, race, national origin, physical disability, economic background, sexual orientation, or religious beliefs.			
<b>OTHER DEPARTMENTAL SPECIFIC ATTRIBUTE</b> (if applicable)			

**Instructions to Evaluator/Supervisor and Employee:** Evaluators should discuss the evaluation results with their employees and a copy of the evaluation must be given to employees for their own records. Both the evaluator and the employee should sign the evaluation form. The employee signature indicates only that the employee received a copy of the evaluation. It does not necessarily signify employee concurrence. Both employees and evaluators are strongly encouraged to include written comments. At the final evaluation only, after the employee signs the form, the evaluator should give one copy to the employee, retain one copy for department files and forward one copy to the Office of Human Resources.

**3-MONTH EVALUATION**

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_____ <b>Reviewer Signature</b> <b>Date</b>	_____ <b>Date</b>	_____ <b>Evaluator Signature</b>
_____ <b>Employee Signature</b>		_____ <b>Date</b>

**OPTIONAL EVALUATION**

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_____ <b>Reviewer Signature</b> <b>Date</b>	_____ <b>Date</b>	_____ <b>Evaluator Signature</b>
_____ <b>Employee Signature</b>		_____ <b>Date</b>

**FINAL EVALUATION**



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<b>Reviewer Signature</b>	<b>Date</b>	<b>Evaluator Signature</b>
<b>Date</b>		

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<b>Employee Signature</b>	<b>Date</b>
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**The final evaluation must be completed and submitted 3 weeks prior to the end of the probationary period.**

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Employee Comments (please include date and attach additional page, if necessary):

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Evaluator Comments (please include date and attach additional page, if necessary):

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**TO BE COMPLETED ONLY AT LAST EVALUATION BEFORE END OF PROBATIONARY PERIOD:**

- I recommend that this probationary employee remain an employee with certain applicable rights as set forth by Claflin University for employees who complete the probationary period with a satisfactory rating.
- I recommend that this probationary employee be terminated before the end of the probationary period and I will submit the appropriate documentation.
- Employee resigned before completion of probationary period. (It is important that HR receives this form even if the employee has resigned).

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**Evaluator/Supervisor Signature**  
**Date**