

RUTGERS POLICY

Section: 60.9.54

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Probation Period

Formerly Book: 30-01-20-30:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 7/1/1990

Revisions: 10/21/2010; 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
Policy on Probation periods.
2. **Reason for the Policy**
To set policy regarding the serving of a probationary period for staff members covered by a collective negotiations agreement who are newly hired; have transferred; or have been promoted into a regular position.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources: 848-932-3020
6. **The Policy**

60.9.54 PROBATION PERIOD

I. POLICY:

University New Hire Probation Period

"Confidential" staff are staff serving in union eligible titles that have been excluded from union membership due to job functions which relate to labor relations matters. These staff members are not covered by this policy. Please refer to Policy: Introductory Period for Confidential Staff.

Newly hired staff members for regular full or part-time positions must satisfactorily complete a probationary period. The length of this period is:

Union New Hire Probation Period

Fraternal Order of Police Lodge 74	180 calendar days with management right to extend an additional 180 days.
Fraternal Order of Police Lodge 155(Sergeants)	180 calendar days with management right to extend an additional 180 days.
AAUP (Librarians)	180 calendar days with management right to extend 30 calendar days
CWA Local 1031	180 calendar days with management right to extend 30 calendar days
CWA 1040 (UCHC)	180 calendar days with management right to extend 30 calendar days
EMS Supervisors Association	180 calendar days with management right to extend 30 calendar days
HPAE Local 5089 (Nursing)	180 calendar days with management right to extend 30 calendar days
HPAE Local 5094 (Professional)	180 calendar days with management right to extend 30 calendar days
OPEIU Local 153	180 calendar days
Operating Engineers Local 68	180 calendar days with management right to extend 30 calendar days
Teamsters Local 97	180 calendar days with management right to extend 30 calendar days

Voluntary Transfer or Promotion Probation Period

Union Voluntary Transfer or Promotion Probation Period

CWA Local 1031	90 calendar days with management right to extend 90 calendar days
EMS Supervisors Association	<ol style="list-style-type: none"> 1. 90 calendar days for newly promoted or transferred staff from <u>within</u> the bargaining unit with management right to extend 90 days. 2. 180 calendar days for newly promoted or transferred staff from outside the bargaining unit with no extension.
AAUP (Librarians)	90 calendar days with management right to extend an additional 90 calendar days
HPAE Local 5089 (Nursing)	90 calendar days with management right to extend an additional 90 calendar days If an employee transfers to a unit within his/her float district and has been oriented to the unit within the previous twelve (12) months, the employee shall not be required to serve a probation period.
HPAE Local 5094 (Professional)	90 calendar days with management right to extend an additional 90 calendar days
OPEIU Local 153	180 calendar days.
Teamsters Local 97	90 calendar days with management right to extend an additional 90 calendar days

	Ninety (90) calendar days if promoted from within the bargaining unit. No extension if promoted from within the bargaining unit.
Operating Engineers Local 68	One hundred and eighty (180) calendar days if promoted <u>from outside</u> the bargaining unit with management right to extend thirty (30) calendar days.
CWA 1040 (UCHC)	90 calendar days with management right to extend 90 calendar days.

Probation for either a new hire, transferred, or promoted staff member should only be extended when circumstances beyond the staff member's control prevents the department from properly evaluating attendance, conduct, or performance. Involuntary transfers are not subject to probation. **Probation should not be extended when the staff member has exhibited poor attendance and/or improper behavior or has given no indication of being able to achieve satisfactory performance even if given more time.**

Staff members are not eligible to bid on vacant positions unless probationary periods have been successfully completed and he/she has been in their present position for at least six (6) months.

A regular staff member who is serving a probation period due to transfer or promotion and who fails to satisfactorily complete probation will be allowed to return to his/her former position, if available, and if that position was vacated in good standing. If the previous position is not available, the staff member may apply for vacant positions for which he/she qualifies. If no other position exists, or the staff member is not able to secure another position, the staff member will be terminated and may reapply to the University as appropriate vacancies become available.

Newly hired regular staff members (including staff members who were temporary and are now serving probation in a regular position) may be terminated at any time during the probationary period after conferring with University Human Resources. A staff member who fails to satisfactorily complete probation or extended probation will be terminated.

II. PROCEDURE:

1. Prior to the expiration of the initial probation period, a **Probationary Assessment Form** must be completed which indicates that either the staff member has satisfactorily completed probation, has failed probation or is having the probationary period extended. (**See Performance Evaluation**).
2. If a probationary period is to be extended or if the staff member is failing probation, the department should consult with University Human Resources prior to taking action.
3. Supervisors should provide regular and ongoing feedback to staff members concerning performance strengths and weaknesses prior to assessment.
4. The supervisor must meet with the staff member to discuss the probationary evaluation and explain the staff member's strengths and weaknesses observed during the probationary period.
5. The **Probationary Assessment Form** should be sent to University Human Resources for review and inclusion in the staff member's personnel file.