



## RUTGERS POLICY

**Section:** 60.4.8

**Section Title:** Managerial, Professional, Supervisory, Confidential and Administrative Staff

**Policy Name:** Probationary Period – Managerial, Professional, Supervisory, and Confidential (MPSC) Staff

**Formerly Book:** 3.5.8

**Approval Authority:** Senior Vice President for Administration

**Responsible Executive:** Senior Vice President for Administration

**Responsible Office:** University Human Resources

**Originally Issued:** 5/1979

**Revisions:** 9/21/2001; 12/21/2005; 8/3/2006 (Updated titles); 4/2008, 9/9/2013 (Updated title and Section 3)

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

1. **Policy Statement**  
The policy outlines the probationary period for Managerial, Professional, Supervisory, and Confidential personnel at their initial time of employment at the university.
2. **Reason for Policy**  
To allow for a trial period of employment for first-time Managerial, Professional, Supervisory, and Confidential staff members
3. **Who Should Read This Policy**  
This policy is applicable only to employees in Rutgers positions. A Rutgers position is a position which, historically, was associated with the Rutgers University before June 30, 2013. Individuals employed in Rutgers positions are processed through the PeopleSoft (RIAS) payroll system. These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy UMDNJ positions. In this regard, individuals employed in Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.
4. **Related Documents**  
None
5. **Contacts**  
University Human Resources 848-932-3020
6. **The Policy**

### 60.4.8 PROBATIONARY PERIOD – MANAGERIAL, PROFESSIONAL, SUPERVISORY, AND CONFIDENTIAL STAFF

Managerial, Professional, Supervisory, and Confidential personnel are probationary employees for the first 90 calendar days of their initial employment. Where a position, because of its cyclical or complex nature, requires a longer probationary period, the probationary period may be extended for an additional period of time not to exceed a total of 180 calendar days after employment. The staff member should be notified in writing if the probationary period will extend beyond 90 calendar days.