



PPSM-22: Probationary Period

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Responsible Office:	SHR-Systemwide Human Resources
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I. POLICY SUMMARY

This policy describes the terms of the probationary period for employees in the Professional & Support Staff personnel group.

II. DEFINITIONS

Detailed information about common terms used within *Personnel Policies for Staff Members* can be found in [Personnel Policies for Staff Members 2 \(Definition of Terms\)](#) and [Personnel Policies for Staff Members 3 \(Types of Appointment\)](#).

On-Call: Time during which an employee must be available to be called to work. On-call is considered “unrestricted” when the employee is free to engage in activities for their own purposes, and is considered “restricted” when the employee is required to restrict personal activities so that the time cannot be used effectively for their own purposes.

Overtime: Generally, time worked that exceeds 40 hours on pay status in a workweek. Overtime applies to non-exempt employees only.

III. POLICY TEXT

A. General

All professional and support staff employees who hold career appointments shall serve a probationary period during which time their work performance and general suitability for University employment shall be evaluated in writing. Except for those employees covered by Sections B. and D. below, the probationary period is completed following six months of continuous service at one-half time or more without a break in service. Time on leave with or without pay is not qualifying service for the completion of the probationary period. Employees who are rehired following a break in service shall serve a new probationary period whether or not they previously completed a probationary period. An employee who has satisfactorily completed the probationary period shall be informed in writing of the attainment of regular employee status.

B. Limited and Per Diem Appointments

An employee who is required to serve a probationary period and who has worked in a limited appointment immediately preceding the career appointment, shall have up to 1,000 hours on pay status, exclusive of on-call and overtime hours, credited toward completion of the probationary period, provided that the credited time was served in the same position and with the same supervisor that the employee had immediately prior to the career appointment.

A per diem employee who has worked at least the equivalent of 60 full-time shifts in six consecutive months in the same position to which the employee is subsequently appointed as a career employee shall have three months credited toward completion of the probationary period, provided that the 60 full-time shifts in six consecutive months immediately precede the career appointment.

For additional information on limited and per diem appointments, refer to [Personnel Policies for Staff Members 3 \(Types of Appointment\)](#).

C. Evaluations

Local procedures shall specify the timing and frequency of written evaluations of a probationary employee's work performance and general suitability for University employment.

D. Police Sergeants, Police Lieutenants, and Supervising Public Safety Dispatchers Probationary Periods

1. Supervising Public Safety Dispatchers

Supervising Public Safety Dispatchers serve a twelve-month probationary period instead of a six-month period. This twelve-month period is required even if the dispatcher has served a probationary period in a University class outside of the dispatcher series. The probationary period is completed following twelve months of continuous service at one-half time or more without a break in service, exclusive of time on paid or unpaid leave or in the Peace Officer Standards and Training (POST) Dispatch Academy.

2. Police Officers Promoted to Sergeant and Police Sergeants Promoted Lieutenant

Police Officers promoted to Sergeant and Police Sergeants promoted to Lieutenant serve a six-month probationary period in the new class to which they are promoted. The probationary period is completed following six months of continuous service at one-half time or more without a break in service, exclusive of time on paid or unpaid leave. Police Officers promoted to Sergeant and Police Sergeants promoted to Lieutenant who do not complete their probationary periods shall be retained in the same local department where service as Sergeant or Lieutenant was performed, but shall return to the rank that applied immediately prior to the promotion.

Police Officers promoted to Sergeant and Police Sergeants promoted to Lieutenant shall be covered by all [Personnel Policies for Staff Members](#) that apply to regular status employees during the probationary period.

3. External Applicants Appointed to Police Sergeant or Police Lieutenant

External applicants appointed to Police Sergeant or Police Lieutenant serve a 12-month probationary period. The probationary period is completed following twelve months of continuous service at one-half time or more without a break in service, exclusive of time on paid or unpaid leave.

E. Release During Probationary Period

An employee serving a probationary period may be released at any time at the discretion of the University (except as provided in Section D.2. for Police Officers promoted to Sergeant and for Police Sergeants promoted to Lieutenant). The employee must be notified of the release in writing by the University.

F. Extension of Probationary Period

Under appropriate circumstances, e.g., change of supervisor or transfer to a different job during the probationary period, the probationary period may be extended at the discretion of the department head. Such an extension shall be for a specific period of time, but not for more than three months unless local procedures permit a longer extension.

IV. COMPLIANCE/RESPONSIBILITIES

A. Implementation of the Policy

The Vice President–Systemwide Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require the approval of the President. The Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy. The Chancellor is authorized to establish and is responsible for local procedures necessary to implement the policy.

In accordance with [Personnel Policies for Staff Members 1 \(General Provisions\)](#), the authorities and responsibilities delegated to the Chancellor in this policy are also delegated to the Executive Vice President–Chief Operating Officer, Vice President–Agriculture and Natural Resources, Principal Officers of the Regents, and the Lawrence Berkeley National Laboratory Director. Also in accordance with [PPSM 1](#), the authorities granted in this policy may be redelegated except as otherwise indicated.

B. Revisions to the Policy

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Systemwide Human Resources.

The Vice President–Systemwide Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable *Bylaws* and *Standing Orders* of the Regents.

The Executive Vice President–Chief Operating Officer has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

C. Approval of Actions

Actions within this policy must be approved in accordance with local procedures. Chancellors and the Vice President–Systemwide Human Resources are authorized to determine responsibilities and authorities at secondary administrative levels in order to establish local procedures necessary to implement this policy.

All actions applicable to PPSM-covered staff employees who are not Senior Management Group members that exceed this policy, or that are not expressly provided for under any policy, must be approved by the Vice President–Systemwide Human Resources.

D. Compliance with the Policy

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Systemwide Human Resources is accountable for reviewing the administration of this policy. The Director–Systemwide Human Resources Compliance will periodically monitor compliance to this policy.

E. Noncompliance with the Policy

Noncompliance with this policy is handled in accordance with Personnel Policies for Staff Members [62](#), [63](#), and [64](#) pertaining to disciplinary and separation matters.

V. PROCEDURES

The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require the approval of the President.

VI. RELATED INFORMATION

- [Personnel Policies for Staff Members 3 \(Types of Appointment\)](#)
- [Personnel Policies for Staff Members 62, 63, and 64](#) (referenced in Section IV.E. of this policy)

VII. FREQUENTLY ASKED QUESTIONS

Not applicable.

VIII. REVISION HISTORY

Policy changes effective as of **December 10, 2018**:

- Removed existing gendered pronouns and replaced with gender-neutral language.
- Updated web and document links, office titles, and typographical amendments.
- Remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0

Policy changes effective **October 31, 2017**:

- Incorporation into this Policy of *Personnel Policies for Staff Members 61 (Release During the Probationary Period or from Limited, Casual/Restricted, and Floater Positions)*.
- Clarification of existing definitions.

As a result of the issuance of this policy, the following documents are rescinded as of the effective date of this policy and are no longer applicable:

- *Personnel Policies for Staff Members 22 (Probationary Period)*, dated October 1, 2002.
- *Personnel Policies for Staff Members 61 (Release During the Probationary Period or from Limited, Casual/Restricted, and Floater Positions)*, dated October 1, 2002.
- *Staff Personnel Policy 250 (Probationary Period)*, dated July 1, 1989

Policy change effective **July 1, 2012**:

- Reformatted into the standard University of California policy template.