

Procedure 22: Probationary Period

Responsible Office: Human Resources

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A. Purpose and Scope

UC Irvine Personnel Procedure 22 implements [PPSM-22, Probationary Period](#). This policy applies to all non-represented employees appointed to career positions. Represented employees should consult their collective bargaining agreement (CBA).

B. Authority and Responsibility

The authority and responsibility for implementing the probationary period policies and procedures rests with the department head and the Vice Chancellor and Chief Human Resources Officer.

C. Definitions

Probationary employee: A probationary employee is a professional or staff employee who has been appointed to a career position and who has not completed the probationary period.

D. Procedures

1. Overview

- a. Supervisors are encouraged to provide regular feedback to employees concerning work performance and general suitability for University employment during the probationary period.

2. Probationary Performance Evaluations – Timing of written evaluations

- a. At least once during the probationary period the supervisor should conduct a performance appraisal, either verbally or in writing.
- b. In addition to this evaluation, the supervisor may conduct an evaluation at any time if there is a question concerning the quality of an employee's performance or general suitability for University employment.

3. Completing Probation

- a. A career employee who has satisfactorily completed the probationary period shall be informed in writing of the attainment of regular employee status. ([See Sample Letter: Completion of Probationary Period](#))

E. Release During Probationary Period

A probationary employee may be released by written notice ([See Sample Letter: Release During Probationary Period](#)) at any time during the probationary period. The supervisor is required to consult with their assigned Human Resources Business Partner prior to executing a release during probation.

F. Extension of Probationary Period

1. An extension of the probationary period may be granted by the department head under appropriate circumstances, e.g., change of supervisor or transfer to a different job during the probationary period. The supervisor is required to consult with their assigned Human Resources Business Partner before the extension may be granted.
2. The extension shall be for a specified period of time but should normally not exceed one extension period of up to three (3) months.
3. For unusual circumstances, and with Human Resources approval, a probationary period may be extended for up to six (6) months.
4. If an extension is granted, the probationary employee shall be notified in writing of the reasons for and duration of the extension. When possible, the notice will be provided seven (7) calendar days prior to the effective date of the extension and will contain the new end date of the probationary period. ([See Exhibit B: Sample Letter: Extension of Probationary Period](#))

G. Limited, Floater and Per Diem Appointments Service Credit Toward Probation

Limited, floater, and per diem employees are not subject to probation but may move to career positions requiring completion of a probationary period ([See PPSM-20: Recruitment and Promotion](#)). Credit towards the probationary period for career appointment shall follow the following guidelines:

1. An employee who is required to serve a probationary period and has worked in a limited appointment immediately preceding the career appointment, shall have up to 1000 hours on pay status credited toward completion of the probationary period. The 1000 hours excludes overtime and on-call hours. The time credited shall be for working in the same position and with the same supervisor that the employee had immediately preceding the career appointment.
2. A per diem employee who has worked at least 60 equivalent full-time shifts in six (6) consecutive months in the same position to which the employee is subsequently appointed as a career employee shall have three (3) months credited toward completion of the probation period. The 60 full-time shifts must immediately precede the career appointment.

3. Upon appointment into an eligible career appointment, the employee shall be notified in writing of the probationary end date by the supervisor. ([See Exhibit C Sample Letter: Appointment into Position Requiring a Probationary Period](#))

H. References

Personnel Policies for Staff Members:

- [PPSM-2](#): Definitions of Terms
- [PPSM-22](#): Probationary Period