22/Probationary Period

I. REFERENCES AND RELATED POLICIES
   A. UC SPP - 2/Definitions of Terms
   B. UC SPP - 22/Probationary Period
   C. UC SPP - 23/Performance Appraisal
   D. UC SPP - 61/Release During the Probationary Period or From Limited, Casual/Restricted, and Floater Appointments

II. POLICY
   A. Probationary Period
      The probationary period is completed following six months of continuous service at one-half time or more without a break in service, except for employees covered by Sections B and C below.

      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 he or she 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.
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C. Police Sergeants, Police Lieutenants, and Supervising Public Safety Dispatchers
Probationary Periods
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) Basic Academy.

III. PROCEDURES
A. Timing of Performance Appraisals
1. The supervisor shall conduct a written performance appraisal of a probationary employee. This appraisal should take place at least thirty calendar days prior to the completion of the probationary period.

2. In addition to this appraisal, the supervisor should conduct an appraisal at any time there is a question concerning the quality of an employee's performance or general suitability for University employment.

B. Extension of Probationary Period
1. Under appropriate circumstances as noted in UC Personnel Policy for Staff Members, 22/Probationary Period, the employee's probationary period may be extended following consultation by the department with the Employee Relations Division of the Human Resources Department.

2. Extension of an employee's probationary period shall be for a specific period of time not to exceed three months.

3. The employee shall be advised in writing, at least seven calendar days prior to an extension of the effective date, of the reason for and the period of the extension.

C. Release During the Probationary Period
Whether or not a probationary employee receives a performance appraisal, the employee may be released at any time during the probationary period. Prior to the release, the department must contact the Human Resources Department Employee Relations Division.