

ARTICLE 31
PROBATIONARY PERIOD

- A.** Employees shall serve a probationary period of six (6) months of continuous service at one-half (1/2) 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. Probationary employees and other non-career employees may be released without cause at the sole discretion of the University.
- B.** A career employee who returns from layoff to a different career position within the unit or to a different department from which they were laid off shall serve, at the sole discretion of the University, a probationary period commencing with placement in the career position. The University shall make a determination as to whether the employee shall serve a probationary period and shall so notify the employee in writing prior to or concurrent with the employee's placement in the career position.
- C.** An employee who converts from a limited appointment to a career appointment, or who accepts a career appointment from a per diem appointment, and who meet the criteria provided for in Article 30 – Positions/Appointments, Section B.4. or Section D. 7. a. and b., respectively, shall serve a probationary period in accordance with the following:
1. A converted employee who has worked in the “same job” prior to conversion will have such time in that position applied against their probationary period. For the purposes of this provision, “same job” means a job in the same department/unit and with the same duties as the job to which the individual was assigned prior to conversion, and which reports to the same supervisor as did the per diem or limited appointment job.
 2. A converted employee who has worked in a “substantially similar job” prior to conversion or accepting the career appointment shall receive three (3) months service credit toward completion of her/his probationary period in the new career position.
- D.** At the sole discretion of the University, an employee's probationary period may be extended. Such an extension shall be for a specific period of time not to exceed three (3) months. At least seven (7) calendar days prior to the effective date of the extension, the employee shall be informed in writing of the reason(s) for and the period of the extension.
- E.** Disputes arising from this Article shall not be subject to Article 9 – Grievance Procedure or Article 3 - Arbitration Procedure of this Agreement.