

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Human Resources**

**NUMBER: 02.A.18**

**AREA: General**

**SUBJECT: Probationary Period for Regular Staff Employees**

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**1. PURPOSE**

- 1.1. The University of Houston System requires an initial probationary period for all new benefits-eligible staff employees. This probationary period allows time for adjustment on the job and an opportunity to determine whether it will be in the best interests of the employee and the employer for the employment relationship to continue. During the probationary period, the supervisor has an opportunity to determine if the employee has the skills and abilities necessary to perform the duties required in the position, and the new employee may assess whether a working relationship should continue. In addition, this can be a time to identify training needs and begin the training process.
- 1.2. This administrative memorandum applies to all new benefits-eligible staff employees.

**2. POLICY**

- 2.1. The initial six (6) months of employment at each component university of the System for each nonexempt, staff employee is probationary. The initial twelve (12) months of employment for each exempt staff employee is probationary. Police officers, although nonexempt, will serve a twelve-month probationary period. During the probationary period, the supervisor will monitor the employee's performance to determine whether employment should continue.
- 2.2. The initial six (6) months of employment for each nonexempt benefits-eligible staff employee or the initial twelve (12) months of employment for each exempt benefits-eligible staff employee who returns to employment at a component university following an interruption of service with the same component university is also probationary, unless the employee is reinstated in the same position within less than six months after a reduction-in-force. An employee returning from an approved leave of absence is not subject to this probationary provision, unless the leave began before the end of the employee's initial probationary period as addressed in Section 3.2 of this document.

- 2.3. At any time during a probationary period, an employee may be dismissed with or without cause, without application of the discipline and dismissal procedures, except that any such dismissal may not be based on illegal discrimination or retaliation.

### 3. POLICY PROVISIONS

- 3.1. Probation begins on the first day of work. To ensure continuity of assessment during probation, a new employee may not be transferred to another area of supervision until the conclusion of the six-month, or twelve-month, probationary period. Exceptions to this restriction may be granted by the Chief Executive Officer, or the designated official, of the employing component university on a case-by-case basis; however, written documentation of the reason for any such exception must be placed in the employee's official personnel file in the human resources department.
- 3.2. The probationary period of an employee who is allowed or required to take leave of absence during probation will be extended by the amount of time taken for the leave.
- 3.3. The initial probationary period may not be extended, except as a result of transfer during probation as covered in Section 3.1, or as the result of a leave of absence as covered in Section 3.2.
- 3.4. If the employee is determined by the supervisor to be unsuitable for continued employment during the probationary period, the employment relationship should be terminated as soon as possible after that determination is made.
- 3.5. Heads of departments may authorize dismissal of probationary employees after consultation with the chief human resources officer. A department head will then give the employee written notice of dismissal and its effective date and time. A dismissed probationary employee is not entitled to contest dismissal unless evidence can be presented to indicate that the claim merits inquiry, and the dismissal is based on discrimination or retaliation. The availability of the grievance process in such cases will be determined by the component university's affirmative action officer or designee.
- 3.6. The initial probationary period is different and separate from any probationary period instituted as a disciplinary action against an employee. Information pertaining to the discipline and dismissal of a regular staff employee who has completed the initial probationary period is found in SAM [02.A.04](#).

4. REVIEW AND RESPONSIBILITIES

Responsible party: Associate Vice Chancellor for Finance

Review: Every five years on or before March 1

5. APPROVAL

Approved: Carl P. Carlucci  
Executive Vice Chancellor for Administration and Finance

Renu Khator  
Chancellor

Date: December 3, 2012

**REVISION LOG**

<b>Revision Number</b>	<b>Approval Date</b>	<b>Description of Changes</b>
1	04/12/1995	Initial version
2	06/09/2009	Applied revised SAM template to meet current documentation standards. The wording was changed from “Component” to “Component University” and “UH System” to “System.” Changed responsible party to AVC for Finance. Added EVC for Administration and Finance to approval cycle. Changed review period from even numbered years on or before December 31 <sup>st</sup> to every five years on or before March 1 <sup>st</sup> .
3	12/03/2012	Applied revised SAM template and added new Revision Log. Removed information on “Benefits-eligible” in Section 2.1, and added information on police officers serving a 12-month probationary period. Changed consultation responsibilities in Section 3.5 for dismissal of employees and grievance process