

03.207 Probationary Period.

1. Purpose. To provide a period of time for job adjustment and an opportunity for both the new staff member and the supervisor to determine whether to continue the employment relationship.
2. Policy. It is the policy of the University of North Texas System to provide a probationary period of six (6) months from the initial appointment of a staff member to a regular staff position (see exception for contract employees in 6.5 below). During the probationary period a disciplinary or dismissal action may take place without the staff member having recourse to the System's grievance procedure. A probationary employee is entitled to use the informal complaint procedure -- see Policy Number 1.7.2, Complaint and Grievance. Employment during the probationary period is "at-will". An employee in probationary status may be terminated without cause at the discretion of the department official who has the authority to terminate an individual, provided the termination does not violate federal or state law. Human Resources shall review all terminations prior to action being taken.
3. Note Regarding Probationary Period and System Administration and System Components. The reassignment of an existing position from a System component to the System administration or vice versa is considered a transfer for the individual such that they are not subject to a new probationary period. However, the voluntary movement of an individual between separate positions, one position being within the System administration and the other being within a System component institution, is not considered a promotion or transfer within a single institution but a transfer between separate State institutions, such that the employee would be subject to a new probationary period.
4. Applicability. All new regular staff members shall serve a probationary period of six (6) months from the initial date of employment with the System.
5. Responsibility of Supervisor. During the probationary period the supervisor shall orient and train the new staff member so that he/she is familiar with the work assignments and the accepted standards of performance and behavior.
6. Termination of probationary period. Probation terminates at the end of the day prior to the six-month anniversary date of initial employment, or the last day of the same month, whichever comes first. For example, an employee whose date of employment is April

15 will complete their probation as of the end of the work day on October 14; however, if a new employee begins work August 31, their probation end date will be February 28, or February 29 in leap years.

7. Termination of employment. Neither the staff member nor the System is obligated to continue employment through the probationary period. A staff member may resign at any time during the probationary period, for any reason without prejudice. If a staff member is deemed to be unsatisfactory prior to the completion of the probationary period, the supervisor may, after reviewing the case with the UNT Assistant Vice President of Human Resources or his/her designee, dismiss the staff member without advance notice or without showing just cause provided the reason for termination is not illegal.
8. Benefit Eligibility. Participation in fringe benefits begins for the probationary staff member in accordance with the policies pertaining to each benefit even though the probationary period has not expired.
9. Transfer. A probationary staff member may not transfer to another department during the probationary period unless the transfer is reviewed by the UNT Assistant Vice President of Human Resources or his/her designee. If the transfer is made during the initial probationary period, the staff member will begin a new probationary period of six (6) months following the date of the transfer to another department. The period of employment prior to the date of transfer does not count toward the new probationary period.
10. Terms. The initial appointment probationary period for any contract staff employee shall be in accordance with the terms of said contract.
11. Leave. A staff member who during the probationary period is granted a leave with or without pay of at least one calendar month or more may be allowed an extension of the probationary period for the number of days equivalent to the period of leave, at the discretion of the employing department.
12. No extension allowed. Staff members have only the initial probationary period when first employed with the System. The probationary period may not be extended by the department or the employee, nor is there a second probationary period on promotion or transfer to another position, except in the circumstances noted in sections 6.4, 6.5, and 6.6 above. If the employee leaves the System and subsequently returns, he/she will serve another six months-probationary period. See also the exception noted when positions

are transferred between System administration and System components.