Probationary Period

Policy Statement
All newly-hired staff employees in regular positions are required to serve the first 180 calendar days at the University on a provisional basis to provide the employer an opportunity to evaluate the employee’s performance. During this 180-day provisional work period, an employee may be terminated at any time without the right of appeal or access to any of the procedural steps provided for in the Grievance and Disciplinary Review Policy. The Grievance and Disciplinary Review Policy can be found on the Office of Legal Affairs website.

Temporary employees hired into regular positions are considered new staff employees and will serve a 180-day provisional period beginning with the first work day of regular employment.

The provisional period will not be extended unless the department requests and is granted specific written approval from the Associate Vice President for Human Resources or designee.

Public Safety Employees
Public Safety employees are subject to the same provisional employment requirement as other classified employees, except that the 180-day provisional period will not begin until any person employed as a Public Safety Officer has completed mandated training for certification as a police officer. This special provision only applies to those public safety employees for who specified training is mandated by state law and such training occurs after their employment.

Military Duty
Employees who are call to active duty in the uniformed services will have the provisional period suspended until their return to employment in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Procedures
When a provisional employee is dismissed, a letter of termination should be given to the employee, along with the Department of Labor Separation Notice (Form DOL-800) stating the employee was “terminated during the provisional period.” No specific reason for the termination should be stated in these documents. Copies of all such written terminations are to be filed with Human Resources. Additional exit procedures are available in the End of Employment Issues section of this manual.

Exception: An employee, returning from active military service in accordance with USERRA, may be terminated during the provisional period for cause. The specific reason for the termination should be stated in the letter of termination.

Forms/Instructions
Separation Notice:  [http://www.busfin.uga.edu/forms/separation_notice.pdf](http://www.busfin.uga.edu/forms/separation_notice.pdf)
Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President for Human Resources

**Policy Owner:** Human Resources

**Policy Contact:** Sige Burden

**Phone Number / E-mail:** 706-542-9231 / hrweb@uga.edu

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**Policy Dates**

**Effective Date:** 06/28/19

**Date Last Updated:** 06/28/19