

# OFFICE OF THE COMMISSIONER OF HIGHER EDUCATION PERSONNEL POLICIES

**Policy:** Probationary Period for  
Classified Employees

**Policy Number:** 403.0

**Effective Date:** December 10, 2001

**Approved By:**

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## **I. Policy**

All classified employees newly hired into a permanent position with the OCHE (including persons who have completed a probationary period at another state agency) will complete a six-month probationary period. The length of the probationary period may be extended for up to an additional six months upon written notice to the employee on or before the end of the probationary period. During the probationary period the employer or employee may terminate the employment relationship without prejudice or a showing of cause. Employees who are promoted from one classified position to another may be required to serve a new probationary period of up to three months in the new position. In such instances, the employee will be informed in writing at the time of the promotion of the length of the new probationary period. Any employee who is required to serve a new probationary period because of a promotion may be returned to their former or an equivalent position at any time during the probationary period upon request of the employee or at the discretion of the supervisor.

## **II. Procedures**

- A. During the probationary period, the employee's performance and overall conduct should be observed and assessed by the employee's supervisor. The supervisor is responsible for recommending to the Commissioner that the employee be retained as a permanent employee or be discharged.
- B. An employee may be notified of dismissal at any time during the probationary period. Prior to finalizing the decision to terminate, the situation should be reviewed with the Commissioner of Higher Education or his/her designee. Employees must be given written notice of termination prior to the end of the probationary period. Such notice shall specify the last day of work for the employee.