

Dixie State University Policy

325 Probation



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I. Purpose

- 1.1 To outline probation of staff positions at Dixie State University (DSU). Faculty probation is defined, regulated, and enforced within Academic Policy, specifically Policy 638 for Adjunct & Clinical Faculty and Policy 641 for full-time faculty.

II. Scope

- 2.1 This policy applies to both full-time and part-time staff positions at DSU, as defined in Policy 301.

III. Definitions

- 3.1 ***"At-will" Employee:*** as defined in Policy 301, those positions where employment and compensation can be terminated with or without cause and with or without notice. Within the probationary period of employment, full-time faculty and staff are considered at-will.
- 3.2 ***Probation:*** the process or period of testing and observing the character or abilities of a person in a certain role, for example, a new employee.

IV. Policy

- 4.1 Part-time employees are considered at-will employees and can be terminated with or without cause and with or without notice (see Policy 373).
- 4.2 All full-time staff employees shall serve a probationary period of one year, starting the first day of full-time employment, during which time their work performance and general suitability for their position will be evaluated. If completed, the probationary period will end on the anniversary date of hire.

- 4.2.1 An employee who applies for and receives another position at the University and who has previously completed the one-year probationary period will only serve a six-month probationary period for the new position. Any employee who has not completed the initial probationary period must complete a full year of probation at the second position.
- 4.2.2 Employees who leave full-time DSU employment and are rehired following any break in service shall serve a new one year probationary period, whether or not they attained non-probationary status previously.
- 4.3 During the probationary period, employees and supervisors should meet together frequently to train, mentor, support, and ensure satisfactory work performance and general suitability for the position. A written probationary evaluation (including an employee self-evaluation, as well as a supervisor evaluation) will be completed by the employee and the supervisor at approximately the sixth month of probation. The probationary evaluation process includes a face-to-face meeting to discuss both the self-evaluation and supervisor evaluation.
 - 4.3.1 Failure to complete probationary evaluation forms does not prevent the probationary period from ending as scheduled. Employees and/or supervisors who fail to complete and/or turn in evaluation forms to Human Resources may be subjected to disciplinary action as outlined in DSU Policy 372.
 - 4.3.2 Deviation from completing the probationary evaluation at approximately the sixth month of probation may be granted on a case-by-case basis by the Human Resources Director and VP approval. Such approval would be to allow optimal evaluation to occur (examples may include additional time required due to recent department head turnover or evaluation of a new coach during their first year but at the conclusion of their sport season, etc.). Any deviation requires a written probationary evaluation be completed within the employee's first year of full-time employment and all parties be notified of when evaluation forms are due.
- 4.4 In the final month of probation, Human Resources will inquire of the supervisor whether the probationary period may end as scheduled or there are any concerns that need to be addressed.
- 4.5 The probationary period may be extended up to six months longer, in

collaboration with the supervisor and Human Resources, in those cases that indicate additional training and experience may enable the employee to be successful.

- 4.5.1 An extension must be based upon written indication of the deficiencies and the steps that must be taken in order to address those deficiencies.
- 4.5.2 Supervisors will work with Human Resources to draft a letter to the employee regarding extended probation. Included within the letter is the reason for extended probation, the deficiencies, and the required remedy, as well as what additional training, support, and/or mentorship the supervisor and/or department will make available for the employee's success.
- 4.5.3 An employee on extended probation will continue to have the same probationary employee rights as during the initial probation, with the exception of the termination process at the end of extended probation.
- 4.5.4 In the final month of extended probation, Human Resources will inquire of the supervisor whether the extended probation may end as scheduled (e.g. deficiencies have been addressed) or employment will end. A recommendation of termination for any employee on extended probation requires approval from the applicable Vice President.
- 4.6 During the probationary period, an employee may be terminated with or without cause (see DSU Policy 373).
 - 4.6.1 An employee who is terminated during the probationary period shall be given two weeks' paid notice. It is at the discretion of the supervisor whether the terminated employee continues to work during the two weeks' termination notice period.
 - 4.6.1.1 If an employee is being terminated for serious misconduct, two weeks' paid notice is not required. Examples of serious misconduct include but are not limited to those considered terminable in DSU Policy 372.
 - 4.6.2 A probationary employee does not have the right to statement, written or verbal, of reasons or cause for termination. While departments are encouraged to give rationale and cite examples of corrective steps taken prior to the decision to terminate a probationary employee, no reason is required, as outlined by Utah State Code, Chapter 34.
 - 4.6.3 An employee who is terminated during the probationary period does

not have the right to appeal or grieve the termination, the effective date, or the reason for the action (see Policy 151).

- 4.7 The employee may submit a written resignation during the probationary period in lieu of termination. Such resignation will result in no statement regarding termination being included in the employee's personnel file.

V. References

- 5.1 DSU Policy 151: Staff Grievances
- 5.2 DSU Policy 301: Personnel Definitions
- 5.3 DSU Policy 327: Staff Performance Evaluations
- 5.4 DSU Policy 372: Corrective & Disciplinary Action
- 5.5 DSU Policy 373: Termination & Reduction in Workforce
- 5.6 DSU Policy 638: Adjunct & Clinical Faculty
- 5.7 DSU Policy 641: Faculty Retention, Promotion and Tenure
- 5.8 State of Utah Code, Chapter 34: Utah Labor Code (<https://le.utah.gov/xcode/code.html>).

VI. Procedures

- 6.1 Probationary evaluation forms are available through the Human Resources office, with additional resources on criteria used for evaluating (core competencies, evaluator guidelines, etc.) found on the Human Resources website.
- 6.2 Human Resources monitors all full-time staff currently on probation and will notify departments of pending evaluations due, forms required and associated deadlines.
- 6.3 Once the probationary period ends, all staff employees will complete annual staff performance evaluations (as outlined in Policy 327) and receive additional due process as outlined in Policy 151 (Staff Grievances).

VII. Addenda

- 7.1 DSU Human Resources webpage: <https://humanresources.dixie.edu>. Staff evaluation materials are listed under the "employee resources" section.

Policy Owner: Executive Director of Human Resources
Policy Steward: DSU Human Resources

History:

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