



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 8.3.2**  
**Date Approved: 12/02/90**  
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**Office of Responsibility: VP Fin**  
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**SUBJECT: PROBATIONARY PERIOD OF EMPLOYMENT**

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- I. **PURPOSE:** To establish a probationary period for SUU classified and professional staff employees.
  
- II. **POLICY:**
  - A. Classified and professional staff employees will serve a six-month probationary period upon hire to a new position so that both the employee and the university (supervisor) have an opportunity to determine whether or not to continue the relationship. Within the probationary period, the employee will be evaluated twice by the supervisor. The first evaluation will be a verbal evaluation conducted at the end of the third month of employment. The second evaluation will be a written evaluation conducted at the end of the fifth month of employment, reviewed and signed by supervisor and employee.
  
  - B. Staff employees serving a probationary period, who were hired from outside the University, may not use annual leave until this period has been passed satisfactorily, unless their supervisor determines there are extenuating circumstances. Staff employees who are serving a second probationary period due to a promotion or a transfer will be allowed to use accrued annual leave with approval from their supervisor.
  
  - C. During the probationary period, employment is on an “at will” basis and may be terminated by either party without prejudice. Normally, a two-week notice shall be extended by both the employee and the employer. A person becomes a regular classified or professional staff employee following the completion of a satisfactory probationary period.
  
  - D. Classified or professional staff employees transferring from one department to another or from one job to another on campus will be required to serve another probationary period.