



HUMAN RESOURCES POLICIES AND PROCEDURES

Area: University Employment
Subject: Provisional Period
Applies To: Staff employees
Sources:

Number: 2110
Issued: 7/2008
Revised: 2/2013
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Purpose

To describe the terms and conditions for provisional employees.

Policy

Pursuant to Board of Regents policy, with the exception of certain public safety employees[*], all classified employees serve in a provisional status for the first 180 days of their employment at Georgia Southern University.

Procedure

The first 180-days of employment for all classified employees is a provisional period. This period serves to: (1) allow the employee to demonstrate their ability to perform the required job duties and determine whether to remain in University employment; and (2) it allows the University to evaluate the employee's capabilities and job performance.

During the provisional period, supervisors should communicate with the employee about his/her performance to ensure that the employee has an opportunity to correct performance deficiencies or inappropriate behavior.

Employees are subject to discharge without recourse at any time during their provisional period.

If, at any time during the provisional period, an employee's performance is unsatisfactory, the supervisor should confer with the employee and describe in detail the areas needing improvement and the timelines or benchmarks which the employee must follow to achieve satisfactory performance. An employee in the provisional period must be evaluated prior to the conclusion of the provisional period pursuant to the policy on performance appraisals (2127). Notwithstanding any of the provisions noted in this policy, an employee may be terminated during the provisional period at any time if their supervisor determines that they are not suited for the job. The provisional employee is not entitled to appeal his/her termination under Georgia Southern policies.

a) Benefits

During the provisional period, employees are eligible for all benefits to which regular employees are entitled.

b) Performance Evaluation

Towards the end of the 180-day provisional period, the supervisor will complete a performance evaluation, which will be submitted to Human Resources. The supervisor will meet with the employee at this time to discuss their job performance. If the employee's work is satisfactory, employment will continue. Employees are subject to discharge without recourse at any time during the provisional period.

[*] Public safety employees are subject to the same provisional employment requirement as other classified employees, except that the six month provisional period will not begin until any person employed as a public safety officer has completed his/her 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

c) Provisional Period Limitations

- 1) An employee can only serve one provisional period while employed at Georgia Southern University. USG Board policy states the following: "Provisional Period: The 180 day period that begins on an employee's first day of employment in a regular, benefits eligible position and ends at the conclusion of the 180 day period".
- 2) A provisional employee's position may be reclassified during the initial 180- day period due to significant changes in duties and responsibilities.
- 3) A supervisor may request an extension of the incumbent's provisional period to the Associate Vice President of Human Resources if he /she has not had sufficient time to evaluate the person (e.g. employee or supervisor have been out for an extended period of time, or supervisor needs more time to evaluate the employee in their newly classified position).
- 4) Before a provisional employee can accept another position on campus, permission must be obtained from the incumbent's supervisor prior to the person's accepting the new position.
- 5) If a provisional employee is transferred laterally to another position, the employee will not restart their provisional period but must still complete the remainder of their initial 180-day provisional period at the University.
- 6) An employee who transfers from another USG institution will restart their provisional period effective on the first date of employment at the new institution and will serve his / her 180 days in their provisional status.

- 7) Once an employee successfully completes his/her provisional period, the employee is entitled to appeal rights if they are demoted, suspended or terminated.