



I. Summary

The University of California, Riverside is committed to providing local procedures that describe the terms of the probationary period for employees in the Professional & Support Staff personnel group.

II. Related Policies and References

[Personnel Policy 2](#) - Definition of Terms

[Personnel Policy 21](#) – Selection and Appointment

[Personnel Policy 22](#) – Probationary Period

[Personnel Policy 23](#) – Performance Management

III. Procedures

A. Probationary Period Duration

All professional and support staff employees who hold career appointments shall serve a probationary period. The probationary period is completed following six months of continuous service at one-half time or more without a break in service.

B. Probationary Period Credit

1. An employee whose appointment converts from limited to career will receive credit toward completion of the probationary period equal to the time spent in the limited appointment provided that the limited appointment was in the same position with the same supervisor.
2. If an employee holds multiple limited appointments, at the point the limited appointments are designated career appointments the employee will receive credit toward completion of the probationary period equal to the time spent in the same position with the same supervisor for each of the appointments.
3. An employee whose appointment changes from contract to career will not receive credit toward completion of the probationary period. PPSM-22: Probationary Period does not provide for hours on contract pay status to be credited toward probationary periods. Once a contract employee is hired into a Professional an Support Staff (PSS) career appointment, the probationary period will begin.

C. Performance Evaluations & Documentation Upon Completion of the Probationary Period

Probationary Career Staff shall be provided with a written performance appraisal:

1. During the probationary period (recommended to be at the midpoint of the probationary period).
2. When there is a question concerning an employee's performance or conduct.
3. An employee who has satisfactorily completed the probationary period shall be informed in writing (https://hr.ucr.edu/docs/performance/probationary_completion_form.pdf) of the attainment of regular employee status.

D. Extension of Probationary Period

1. Under appropriate circumstances as noted in PPSM-22, section F, the employee's probationary period may be extended following consultation between the department and central Human Resources Employee & Labor Relations.
2. Extension of the probationary period shall be determined separately for each position in the case of employees holding multiple career appointments.
3. Such an extension shall be for a specific period of time not to exceed three (3) months.
4. Prior to the completion of the probationary period, the employee shall be informed in writing of the reason for, and the period of, the extension.

IV. Responsibilities

A. Departments

1. Timely evaluation of employees during the probationary period.
2. Consult with Employee & Labor Relations when necessary.

B. Employee & Labor Relations

Provide training, advice and counsel to departments.