

## ARTICLE 18

### PROBATIONARY PERIOD

- 18.1 The term "probationary period" as used in this Article shall mean a period of continuous credited service an employee shall be required to serve prior to becoming eligible for permanent status.
- 18.2 A probationary employee is a full-time employee serving a period of probation. All probationary employees shall serve an initial probationary period of twelve (12) months of continuous full-time credited service. The President may grant, upon recommendation of the Director of Plant Operations, permanent status at any time prior to the completion of the twelve (12) month probationary period.
- 18.3 A probationary employee who successfully completes twelve (12) months of continuous full-time credited service shall be awarded permanent status on beginning their second year of such service.
- 18.4 Probationary periods for employees who are promoted to a higher classification within the bargaining unit shall be twelve (12) months of continuous credited service from the date of promotion.
- 18.5 Persons who are appointed to nonacademic positions that are fully or partially funded from sources other than the CSU, and/or the funding is in support of a program of work relief or work training for the utilization of the unemployed or the under employed, will not receive service credit toward permanent status while serving in such positions.
- 18.6 When a probationary employee goes on a leave of absence the President shall determine whether or not the time served before the leave is counted in determining the remaining length of probationary service. An employee's probationary period is extended for the same number of days such employee is on WC, IDL, NDI, formal LWOP or paid sick leave of over thirty (30) days. The President shall determine if there has been a break in service when a full-time probationary employee is placed on a partial leave of absence.
- 18.7 If a reclassification action is taken and the employee is placed in the new class, the employee may be required to serve a new probationary period. Any time spent

performing the work of the new class may be counted toward the new probationary period.

### **Rejection During Probation**

- 18.8 Any probationary employee may be separated from service at any time by the President upon written notice of rejection during probation. The employee normally should be given two (2) weeks notice of rejection during probation. An action to reject an employee shall not be initiated while an employee is on WC, IDL, or NDI, unless the employee's performance prior to the application for WC, IDL, or NDI justified rejection and an action to reject the employee had been initiated.
- 18.9 If a full-time employee with permanent status in a lower classification is advanced to a position in a higher classification and is denied permanent status in the higher classification, the employee shall have the right to return to the lower classification with permanent status in that class.
- 18.10 Prior to the completion of a probationary period, an employee may be released from employment at the sole discretion of the CSU.
- 18.11 The probationary or permanent status of a bargaining unit member at the California Maritime Academy on June 30, 1995 shall remain in effect at the California Maritime Academy, CSU system subject to this Agreement.
- 18.12 The President shall waive the probationary period for a bargaining unit employee a) who held a non-probationary or non-permanent appointment at the Cal Maritime for twelve consecutive months immediately prior to July 1, 1995, and b) who receives, during the duration of this Agreement, a probationary appointment in the same classification.