

## ARTICLE 11

### **PROBATIONARY PERIOD**

- 11.1 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.
- 11.2 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. A portion of temporary service may count as credited service for probation when granted by the President. The President may grant, upon recommendation of the Director of Plant Operations or appropriate administrator, permanent status at any time prior to the completion of the twelve (12) month probationary period.
- 11.3 A probationary employee who successfully completes twelve (12) months of continuous full-time credited service shall be awarded permanent status on beginning his/her second year of such service.
- 11.4 Probationary periods for employees who are promoted to a higher classification within the bargaining unit or who accept appointment at another campus within the bargaining unit shall be twelve (12) months of continuous credited service from the date of promotion or appointment. However, the employee may be appointed with permanent status or credit toward permanency as determined by the President of the campus to which the employee is appointed.
- 11.5 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.
- 11.6 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.

- 11.7 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 work in the new classification shall be counted toward the new probationary period.

#### Rejection During Probation

- 11.8 Any probationary employee may be separated from service at any time by the President upon written notice of rejection during probation and have been evaluated on his/her performance. The employee normally should be given two (2) weeks notice of rejection during probation and have been evaluated on his/her performance. Such a two (2) week notice should not normally be given less than thirty (30) days prior to the expiration date of the employee's probationary period. 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.
- 11.9 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, he/she shall have the right to return to the lower classification with permanent status in that class.
- 11.10 Prior to the completion of a probationary period, an employee may be released from employment at the sole discretion of the CSU.