

**ARTICLE 11**  
**EMPLOYEE STATUS**

**Appointment**

- 11.1 Appointments shall be made by the President.
- 11.2 Appointments may be temporary, probationary or permanent. Appointments shall be made through official written notification by the President. Such notification shall include the class title and timebase to which the employee is being appointed, the initial salary, the employment status of the employee, and the effective date of the appointment. A temporary appointment shall specify the expiration date of the appointment and that the appointment may expire prior to that date. No employee shall be deemed to be appointed in the absence of such official written notification from the President.
- 11.3 A new employee may be appointed at any salary rate within the salary range established for the employee's classification in the CSU Salary Schedule set forth in Appendix A.

**Posting of Position Vacancies**

- 11.4 When a vacancy for a Physician occurs at any campus, notice shall be posted for a period of at least fourteen (14) days at each Student Health Center. Vacancy announcements for Veterinarians shall be posted for at least fourteen (14) days at the campus.
- 11.5 For temporary appointments of one hundred eighty (180) or fewer days, posting pursuant to 11.4 shall not be required.

**Appointment to Another Campus**

- 11.6 An employee may apply for a vacant position for which the employee is qualified at any CSU campus. Such applications, along with applications of other qualified persons, shall be considered by the President. The person selected for appointment to a vacant position shall be determined by the President. An employee appointed to a position at another campus shall transfer their accumulated sick leave and retirement credit.

## Probation/Permanency

- 11.7 A probationary period is the period of credited service an employee who has received a probationary appointment shall serve prior to permanent status.
- 11.8 A probationary employee refers to a full-time or part-time employee serving a period of probation.

## Probationary Period/Credited Service

- 11.9 The usual and customary probationary period for an employee is eighteen (18) months of full-time service, or its pro-rata equivalent for part-time employees, in a particular class. All continuous part-time service shall count, pro-rata, as credited service for probation. The President may, at their discretion, reduce the probationary period of a probationary employee to a minimum of one year of employment. A probationary employee may request of the President or their designee a review for reduction of the probationary period after one year. The probationary period may be extended for six (months) at the discretion of the President in the event a probationary employee: (a) experiences a change of supervisor; (b) did not have an opportunity to perform their full scope of duties; (c) transfers to a different job during the probationary period; (d) other appropriate circumstances. In the event of an extension, an employee will be advised in writing of the new end date for the probationary period.
- 11.10 Temporary and Intermittent service will not count as credited service for probation unless the President, at their sole discretion, determines that such service shall count as credited service for probation.
- 11.11 A year of service for employees in twelve (12) month positions is any consecutive twelve (12) months of full-time employment. A year of service for employees serving in eleven (11) month positions is any consecutive eleven (11) months of full-time employment within a twelve (12) month period of time. The eleven (11) months of required service shall be determined by the President and stated in the appointment letter. For employees serving in a ten (10) month position, a year of service is ten (10) months of full-time employment within a twelve (12) month period of time. The ten (10) months of required service for each twelve (12) month period shall be determined by the President upon appointment of the employee to a ten (10) month position.

## Breaks in Service

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. Leaves of absence of thirty (30) days or less

shall not constitute a break in service 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 probationary employee is placed on a partial leave of absence.

- 11.12 When a former permanent CSU employee begins an appointment in the same class at another campus, the President may reduce the length of the probationary period to be served.
- 11.13 When a position is vacant and the campus policy requires that a recruitment search be conducted, an employee with permanency who is selected for movement to a higher classification, and will perform substantially different duties, may be required to serve a new probationary period of up to one year of full-time service or the pro-rata equivalent part-time service. The President may, at their discretion, reduce the probationary period. A probationary employee may request of the President or their designee a review for reduction of the probationary period.
- 11.14 An employee with permanency who is reclassified to a higher classification without a recruitment search being conducted, and will perform substantially different duties, may be required to serve a new probationary period of up to one year of full-time service or the pro-rata equivalent part-time service. The President may, at their discretion, reduce the probationary period. A probationary employee may request of the President or their designee a review for reduction of the probationary period.
- 11.15 If a full-time employee with permanent status in a lower classification is advanced to a higher classification and is denied permanent status in the higher classification, they shall have the right to return to the lower classification with permanent status in that class.

### Rejection During Probation

- 11.16 Any probationary employee may be separated from service at any time by the President upon written notice of rejection during probation. The employee should normally be given two (2) weeks' notice of rejection during probation.
- 11.17 An employee rejected during the probationary period may not utilize Article 8, Grievance Procedure, of this Agreement to appeal the decision to reject during probation.

### Award of Permanent Status

- 11.18 An employee shall be notified in writing by the President as to the award of permanent status. Pursuant to Provision 11.9, a probationary employee who serves full-time for eighteen (18) months, or the pro-rata equivalent for part-time employees, shall be awarded permanent status on beginning their nineteenth (19) month of such service unless the probationary period has been extended.
- 11.20 Pursuant to Provision 11.14 or Provision 11.15, a probationary employee who serves full-time for one (1) year, or the pro-rata equivalent for part-time employees, shall be awarded permanent status beginning their next year of such service unless the probationary period has been extended.
- 11.21 If a full-time or part-time employee with permanent status moves to a different classification and receives permanent status in the different classification, the employee shall not retain permanent status in the classification from which the employee moved.

### Classification Changes

- 11.22 When an employee moves to a lower classification in the same occupational group, the appropriate salary in the salary range shall be determined by combining any previous service in the lower class and service in the higher classification.
- 11.23 When an employee moves to a lower classification in another occupational group, the appropriate salary in the range shall be determined by the President, except that in no case shall the new rate exceed the rate received in the higher classification. Determination of the appropriate salary in such cases shall be made by using the same criteria as would be used for an initial appointment to that classification.
- 11.24 When an employee moves without a break in service to a classification with a higher salary range, the appropriate salary in the salary range shall be determined by the President. Determination of the appropriate salary in such cases shall be made by using the same criteria as would be used for an initial appointment to that classification.