CDU Policy I.E.00590 Probationary Period

ISSUING OFFICER: Chief Human Resources Officer

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: November 1, 2012

REVISED DATE: November 1, 2012; October 29, 2010

SUPERSEDES: CDU Policy I.E.00590, dated October 29, 2010

POLICY I.E.00590 Probationary Period

At Charles R. Drew University, all Regular and Conditional employees (excluding faculty) hired into a position with supervisory responsibilities over one or more employees, shall serve a one (1) year probationary period from the date of employment or re-employment with the University. All Public Safety Officers shall serve a one (1) year probationary period from the date of employment or re-employment with the University. All other Regular and Conditional employees (including faculty) shall serve a six (6) month probationary period from the date of employment or re-employment with the University.

Charles R. Drew University employees will be placed on a new probationary period for six (6) months if selected for promotion or transfer into a new position. During this time, the employee’s work performance and general suitability for University employment shall be evaluated in writing. The supervisor should provide the employee with adequate instructions for carrying out the duties and responsibilities related to the employee’s new job.

Prior service in a temporary position will not be considered a part of the probationary period. Time on leave with or without pay is not qualifying service for the completion of the probationary period. An employee who has satisfactorily completed the probationary period shall be informed in writing of the attainment of regular employee status. If an employee's performance is unsatisfactory during the probationary period, the employee will be dismissed from the University before the probationary period ends, without any right to appeal. The supervisor must consult with the Department of Human Resources prior to initiating separation actions.

PROCEDURE I.E.00590 Probationary Period

1. Supervisors must complete the Probationary Review Form, prior to the completion of the 6-month or 1 year probationary period.
2. The supervisor should schedule a confidential meeting with the employee to discuss the successful completion of probation. The employee should make comments, sign, and receive a copy of the form.
3. The original Probationary Review Form should be forwarded to the Department of Human Resources for recording and filing in the employee's personnel file.

Applicability: All Staff and Faculty Members in Administrative Roles