

# UIC POLICIES AND PROCEDURES

		NUMBER 322
MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 2
SUBJECT Extending/Changing the Length of the Probationary Period for a Support Staff Title		EFFECTIVE 04/01/1997
		REVISED 06/25/2007
ISSUED BY Vice Chancellor for Human Resources		APPROVED BY Chancellor

**PURPOSE**

To identify the criteria and process for establishing a 12-month probationary period for support staff titles and to define the process for the extension of probationary periods for support staff titles.

**SOURCES AND BACKGROUND**

State Universities Civil Service System Statute and Rules  
 State Universities Civil Service System Procedures Manual  
 University of Illinois Policy and Rules for Civil Service Staff

**APPLICABILITY**

Supervisors and their support staff employees.

**POLICY**

The probationary period is an integral part of the examination and hiring process for support staff employees. The usual probationary period required by the State Universities Civil Service System is six calendar months for both full- and part-time appointments. It is used by the supervisor to observe and evaluate the employee's work to determine whether there is an effective adjustment of the new employee to the position and to determine whether an employee demonstrates the ability and qualifications necessary to perform the job.

A 12-month probationary period for a specific job title (classification) is established with approval of the Civil Service System. Generally, the scientific, technical, managerial, or professional responsibilities must be of a cyclical nature so that a 12-month period of time is needed to determine if the full range of responsibilities can be satisfactorily accomplished.

If a probationary period is interrupted by an unpaid leave of absence, layoff, or suspension, a comparable amount of time is added to the probationary period before it is considered complete.

**PROCEDURES**

**RESPONSIBILITY**

**Extension of a Probationary Period:**

1. Supervisor/Department Head
  
2. Human Resources Records Officer

**ACTION**

Sends a written request to extend the probationary period of an employee by the number of calendar days that the employee was on unpaid absence from the job, layoff, or disciplinary suspension to Human Resources Records Officer.

Reviews the request for compliance with policy and approves or denies request. Implements the change, if approved, and notifies the supervisor and the employee of action.

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**RESPONSIBILITY**

**Establishing a 12 Month Probationary Period:**

1. Department/Unit Head
2. Human Resources Compensation Officer
3. Vice Chancellor for Human Resources
4. Executive Director, State Universities Civil Service System
5. Vice Chancellor for Human Resources
6. Human Resources Compensation Officer

**ACTION**

Forwards a written request to change the probationary period of a classification title from 6 months to 12 months, citing the cyclical nature of the work, to Human Resources Compensation Officer.

Evaluates the request to use the classification title at UIC. Prepares a Request to establish 12-month Probationary Period Form and forwards it to the Vice Chancellor for Human Resources, if the request will apply campus-wide.

Evaluates the request, considering use of the classification title at the Human Resources University. If the request is acceptable, signs and forwards the form to the Executive Director, State Universities Civil Service System.

If the request seems appropriate, distributes the proposal as a Class Plan Memorandum to all institutions under its jurisdiction and obtains comments. Distributes a memorandum approving or disapproving the request for a 12-month probationary period.

Distributes the memorandum to the campus.

Notifies requesting department, updates records, and informs all departments of the approval.