

University Support Staff (USS) Probations

- 1) **What is an Initial Probationary Period?** When a regular USS employee is first hired or rehired, they are placed on a mandatory six (6) month review period before receiving permanent status.
 - a) Exception: Employees covered under the KU Police Officer's Association Memorandum of Agreement (union code 066) are required to serve an initial probation period of one (1) year.
- 2) **What is Permanent Status?** When a USS employee has successfully completed their initial probationary period.
- 3) **How is the initial probationary period successfully completed?** The employee should be evaluated during the last week of their initial probationary period. If the employee receives an overall rating of "meets expectations" or better on their probationary evaluation, then he/she receives permanent status the day after the probationary period has ended. The evaluation rating is then recorded in the HR/Pay system.
- 4) **What if an employee transfers to a different position during his or her initial probationary period?** The initial probationary period continues and does not restart with the new position. A collaborative effort between the 2 supervisors/departments should be done to complete the performance evaluation.
 - a) Employee is on initial 6 month probation period on Job A and then after 4 months transfers to Job B. They will serve the remaining 2 months of the initial probationary period under Job B. Total probationary period of 4 months on Job A and then 2 months on Job B to total the 6 months.
- 5) **What is a Promotion?** When a USS employee has permanent status and accepts a new position that receives a pay increase *and* one or more of the following:
 - a) Job title change
 - b) Higher band
- 6) **What is Extended Probation?** In rare circumstances (which must be approved in advance by Human Resources & Equal Opportunity), an initial probation period may be extended. The employee will not qualify for permanent status during this extended probationary period.
 - a) Employees who are covered by the Public Service Employees' Union (skilled crafts, service & maintenance - union code 055) may not have an extended probation that exceeds 9 months.

Additional Materials:

Review Rating definitions are contained in the performance evaluation document at www.hreo.ku.edu/documents/performance_evaluations/university_support_staff.

University Support Staff Job Titles and Pay information is located at www.hreo.ku.edu/files/documents/USS_Pos_Title_Pay_FAQ.pdf.

Annual Reminder Notice is located at www.hreo.ku.edu/files/documents/uss_eval_reminder.pdf.