



UNIVERSITY OF NORTH ALABAMA

Staff Handbook

PROVISIONAL PERIOD

All commitments of full-time employment in a non-exempt position, whether regular or temporary, are contingent upon satisfactory completion of a three-month provisional period. During this time, the employee has an opportunity to learn more his/her position and determine whether or not he/she is satisfied with the position. At the same time, the supervisor has an opportunity to determine whether the employee has the ability and desire to perform the job assignments.

Regular employees serving a provisional period are eligible for holidays falling within that period. The three-month provisional period should not be considered as an employment contract of three months. Termination is possible during the three-month period if it is warranted by a lack of adequate progress or for any other reason.

Provisional Period Evaluation

Since the provisional period serves as an orientation period, an exchange of information and performance feedback is expected to take place between the immediate supervisor and the employee throughout this period.

If, at any time during the provisional period, an employee is unhappy with the position or feels he/she cannot adjust properly to the work assignment, he/she may resign. Resignations must be submitted in writing to the President through the department head or supervisor. An informational copy of the resignation should be forwarded to the Office of Human Resources. Furthermore, at any time during this period, if it is determined that an employee is not suited for a particular position, the employee may be terminated at the option of the University. The recommendation for termination, including appropriate supporting documentation, must be made in writing by the immediate supervisor to the Assistant Vice President of Human Resources .

Extension of Provisional Period

Under special circumstances, and by mutual agreement, the provisional period may be extended for up to three additional months to allow the supervisor more time to evaluate the employee's work performance and the employee to improve his/her performance. The request for extension and reasons therefore must be submitted in writing by the immediate supervisor and agreed to by the Assistant Vice President of Human Resources and the employee.

Successful Completion of the Provisional Period

Upon successful completion of the provisional period, the President may offer, in writing, to the employee a continuation of his/her employment as a regular employee. The University may elect not to convert the provisional employee to regular status, thereby terminating the provisional employee's employment. The offer of continued employment as a full-time or regular employee is generally given to the provisional employee no later than the last day of the provisional period.

At the conclusion of the provisional period, employees are eligible for all benefits customarily related to their job classifications.

In no case should completion of the provisional period of employment be considered a guarantee that an employee is entitled to permanent employment.

Provisional Period for Promotions and Transfers

An employee who is promoted, transferred, or demoted to a new non-exempt position is also placed in a provisional period for three months. If he/she is unable to maintain sufficient performance in the new job, he/she may be returned to the previous position or an equivalent position, provided: (a) a vacancy exists, (b) the employee is qualified for the position, and (c) the supervisor in the receiving department is agreeable to the employee's transfer into the vacant position.