

PROBATIONARY EMPLOYEES

AFSCME, Local 1776

Supervisors Role

All Union contracts for staff at the University provide for a probationary period for newly hired employees. Supervisors have a several roles to play for probationary employees. One role is teacher help him or her to learn “the ropes” and to follow policies and procedures. Make sure they get oriented as to Departmental policy and practices as well as attending the University’s New Employee Program. You need to lay out their duties and support and counsel them to help them to fit into and become a useful member of their new workplace. Another role is evaluator, during their probationary period you need to discuss performance with new employees on a regular basis. On the back of this document is the actual probationary period language from the USA/MTA Contract. Another role is manager you need to determine during the probationary period if the newly hired employee is performing their job well enough to continue their employment after the probationary period is over.

- The probationary period for AFSCME Employees is six (6) months long
- Probationary employee must be **evaluated**¹ at the **completion** of the **first three (3) months of probationary service** and **within one month prior to the completion of the probationary period**. Failure to do these evaluations on time can become a way of challenging a supervisor’s decision to terminate a new employee during the probationary period.
- If you do not deal with performance issues or terminate unsatisfactory employees by this process during the probationary period they become permanent and much harder to terminate.

If you have any questions please contact the labor relations office in the Whitmore Administration Building 5-2736.

¹ Using the annual evaluation form in the contract.

ARTICLE 27

PROBATIONARY EMPLOYEES

Section 1.

New employees hired into the bargaining unit shall be considered as probationary employees for the first six (6) months of their continuous employment.

Section 2.

The purpose of the new hire probationary period is to provide for the evaluation of an employee over a period of six (6) months. Should that period be interrupted to a significant degree, the new hire probationary period shall be extended to compensate for that absence.

Section 3.

At the completion of the first three (3) months and within one (1) month prior to the completion of such probationary period, each probationary employee shall be evaluated by his/her supervisor. Such evaluation shall be recorded in writing by the supervisor. The supervisor shall also indicate his/her recommendation for the retention or termination of such employee. Such employee shall receive a written copy of the supervisor's evaluation and recommendation and shall, upon written request submitted within seven (7) days of receipt, be entitled to meet with the supervisor to discuss the evaluation and recommendation prior to their transmittal to the CEO.

Section 4.

During the new hire probationary period, an employee may be disciplined or terminated without recourse to the grievance and arbitration procedures provided herein, except discipline or discharge for lawful and protected union activity.

Section 5.

An employee whose employment is severed with the University must serve an additional probationary period upon re-employment, whether in the same or a different job title.

Section 6.

During the Probationary Period an employee may not laterally transfer or seek lateral appointment. Nothing contained in this Section shall deny an employee the right to a promotion pursuant to Article 19.

