

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: F
SUBJECT: Probationary/Trial Period	Effective: 06/05/09
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**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**PROBATIONARY/TRIAL PERIOD**

**Probationary Period**

An employee appointed to fill an established full-time or part-time FTE position shall be given probationary status. It is the initial working test period of employment with State government of 12 months duration, beginning on the date of hire.

- A. The probationary period will be regarded as an integral part of the University's employment process. The probationary period shall be utilized by the employee's supervisor for closely observing the employee's abilities and performance of the duties and responsibilities of the position.
- B. An employee in probationary status who is promoted, reclassified (or received an unclassified State title change), demoted, transferred or reassigned and has not held permanent status in any position must complete a probationary period of 12 months.
- C. An employee who performs unsatisfactorily during the probationary period must be terminated before becoming a covered employee. An employee who is terminated before the end of the 12-month period has no right to appeal under State or University grievance procedures. The supervisor must supply proper documentation to the Office of Human Resource Management before taking measures to terminate the probationary employee. The probationary period cannot be extended.

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**Trial Period**

An employee who has been promoted, reclassified (or received an unclassified State title change), transferred, reassigned, or demoted to any position to which he or she does not hold permanent status shall be given trial status for a period of six months in that position.

- A. An employee who has obtained permanent status and is in a trial period shall be given an appraisal prior to completion of the six-month period. If the employee does not receive an appraisal prior to the end of the six-month period, and the trial period has not been extended, the employee shall be rated “meets performance requirements” by default. Once an employee has successfully completed the trial period and obtained permanent status in a classification (or unclassified State title), the employee retains permanent status in the classification (or unclassified State title) throughout his or her continuous State service.
- B. The six-month trial period may be extended up to 90 calendar days upon written notice to the employee prior to the end of the six-month trial period.
- C. Upon written notification, an employee in trial status may be demoted to the same class (or unclassified State title) or a class (or unclassified State title) of comparable or higher level from which promoted if the demotion occurs within the trial period. Failure to successfully complete the trial period will result in a demotion to the same class (or unclassified State title) or a class (or unclassified State title) of comparable or higher level from which promoted. An employee who is demoted within the trial period may not appeal such demotion under State or University grievance procedures, since he or she has not successfully completed the trial period by receiving a “meets performance requirements” appraisal.