

## Probationary, Provisional, and Qualifying Period Performance Review Guide

### Performance Evaluation Due Date from Employee's Date of Hire/Transfer/Promotion

This document is not meant to replace the Collective Bargaining Agreements. Consult individual contracts or contact your HR Consultant for details.  
For specific nonacademic union contract interpretation, contact Labor Relations

Bargaining Unit	New Hires (Probationary) May be terminated, for cause, at any time during probation.	Transfers/Lateral (Provisional)	Promotions (Provisional)	Reduction in Force (Qualifying Period)	Promotions Between Staff and P&A (Provisional)
Staff Association	First evaluation usually due after employee works 90 days.  Second evaluation due up to, but no later than 180 days	First evaluation due at midpoint (usually 30 calendar days).  Second evaluation can be completed anytime between the 31st and 60th calendar day	Evaluation due at midpoint of 225 hours worked (usually approx. 30 days).  Second evaluation due prior to the end of 225 hours worked.	First evaluation due at midpoint (usually 30 calendar days).  Second evaluation must be completed prior to the expiration of the 60 day qualifying period.	First evaluation due after employee works 90 days.  Second evaluation due up to, but no later than 180 days
P&A	First evaluation usually due at midpoint (usually after employee works 90 days).  Second evaluation due up to, but no later than 180 days	First evaluation due at 45 calendar days.  Second evaluation should be completed on the 90th calendar day or the closest scheduled work day prior to it.	First evaluation due at 45 calendar days.  Second evaluation should be completed on the 90th calendar day or the closest scheduled work day prior to it.	First evaluation due at midpoint (usually 45 calendar days).  Second evaluation must be completed prior to the expiration of the 90 day qualifying period.	First evaluation due after employee works 90 days.  Second evaluation due up to, but no later than 180 days
Non-Represented	First evaluation usually due after employee works 90 days.  Second evaluation due up to, but no later than 180 days	First evaluation due at 45 calendar days.  Second evaluation due at 90 calendar days	First evaluation due at 45 calendar days.  Second evaluation can be completed anytime between the 46th and 90th calendar day	N/A	N/A