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Procedures for Provisional Employees Policy

Responsible Office: Human Resources Division

Originally Issued: October 2004

Revised: Not applicable

1.0 Purpose

To describe the policy for provisional employees.

2.0 Policy

Pursuant to Board of Regents policy, with the exception of certain public safety employees^[*], all classified employees serve in a provisional status for the first six months of their employment at Georgia Health Sciences University. Employees who transfer to a new position within GHSU are not subject to a provisional period in their new position unless they have not yet completed the provisional period in their former position (in such cases, the employee must complete the original six month period.) If, at any time during the provisional period, an employee's performance is unsatisfactory, the supervisor should confer with the employee and describe in detail the areas needing improvement and the timelines or benchmarks which the employee must follow to achieve satisfactory performance. An employee in the provisional period will normally be evaluated at the end of three (3) months and again prior to the conclusion of the provisional period pursuant to the policy on performance appraisals (1.4.19) Notwithstanding any of the provisions noted in this policy, an employee may be terminated during the provisional period at any time if their supervisor determines that they are not suited for the job, and that employee is not entitled to grieve that termination under GHSU policies. Such termination is not considered disciplinary action.

^[*] Public safety employees are subject to the same provisional employment requirement as other classified employees, except that the six month provisional period will not begin until any person employed as a public safety officer has completed his/her mandated training for certification as a police officer. This special provision only applies to those public safety employees for whom specified training is mandated by state law and such training occurs after their employment.

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