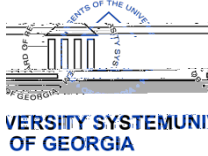


HUMAN RESOURCES ADMINISTRATIVE MANUAL
EMPLOYMENT: PROVISIONAL APPOINTMENTS



Provisional Appointments

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON PROVISIONAL APPOINTMENTS
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	
REVISED	JANUARY 2008

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Policy Statement

With the exception of certain public safety employees, all classified employees are required to serve the first six (6) months of employment in the University System on a provisional basis to provide the employer an opportunity to evaluate the employee's performance. University System employees transferring to another University System institution or the University System Office are subject to a new six (6) month provisional period upon beginning at the new

exceptional circumstances, and in no instance shall the provisional period be extended such that the total provisional period would exceed nine (9) months.

An employee who has been discharged during the provisional period does not have any right to appeal or procedural protections as provided for in Section II – I (Dismissal, Demotion or Suspension) and K (Appeals of these policies).

Public safety employees are subject to the same provisional employment requirement as other classified employees, except that the six (6) month provisional period will not begin until any person employed as a public safety officer has completed their mandated training for certification as a police officer. This special provision only applies to those public safety

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The employing department is expected to submit to the President or the Chief Human Resources Officer, a written request to extend the provisional period, specifying the reasons that it believes an extension is warranted.

An approval to extend the provisional period must be in writing and filed in the employee's personnel file.

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Maintain policy, provide guidance to institution human resources officers on effective utilization of policy, and monitor campuses for compliance.	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	Ensure all employees are aware of the policy. Provide guidance to management on appropriate application of the policy. Ensure that extensions are properly evaluated and administered in accordance with policy. Ensure appropriate documentation is maintained when necessary.	See University System HR Officer Listing
Chief Legal Affairs Officer, USG	Provide guidance to Institution Chief Human Resource Officers and hiring departments to ensure compliance with policy.	404-962-3255 usg-legal@usg.edu

Appendices (Internal Documents, Forms and Web Links)

- HRAP Policy on Performance Appraisals
- [Board Policy Manual Section 8](#)

Related Documents and Resources (External)

- [Department of Labor website](#)

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