

## Chapter 7 Probationary Evaluation Periods

### 7.01 Requirements and Purpose

A probationary period for original and promotional appointments is required by Wisconsin Stat. 230.28. Where the probation is permissive, employing units are expected to use the full permissive probation as a regular employment practice. A copy of the Classified Probationary Report form is available at <http://www.ohr.wisc.edu/Forms/form.html#flag2>

The probationary period is for employees to show they are capable of satisfactorily performing the job for which they were hired. Employees typically will show their best work during the probationary period.

#### **Information for Supervisors**

**Consult with your Human Resources Representative as soon as you have any concern about a probationary employee's job performance or conduct.**

Supervisors have a responsibility to the institution to ensure that only employees who meet conduct and performance expectations complete the probationary period.

An employee may be dismissed during probation for unsatisfactory work performance or work rule violation. UW-Madison does not use progressive discipline with employees who are on probation. Termination is a painful experience for both the supervisor and the employee, but nothing is gained by delaying action. If it has been determined the individual is not performing at an acceptable level, we have an obligation to dismiss the person in writing as soon as possible in consultation with the unit's Human Resources Representative rather than delay the action until the end of the probationary period per ER-MRS 13.08 (2).

Be aware that, according to ER-MRS 13.09, an individual who works through the last scheduled work day of the probationary period obtains permanent status in class (passes probation) regardless of whether a dismissal was in progress or verbally communicated. Subsequently, the just cause standard and progressive discipline will need to be followed for any disciplinary action.

Refer any questions about probationary periods to your Human Resources Representative.