



1. Policy

Classified appointees who have not previously satisfied a 180-day probationary period at UTD are considered to be on probation for a period of 180 days from the date of their first UTD appointment.

2. Procedures

- A. This probationary period allows the employee to assess the new job, and it allows the supervisor to assess the new employee.
- B. New classified appointees will be evaluated after 30 days, 90 days, and before the end of the 180 days of employment.
- C. During this probationary period, the employee may be terminated for any lawful reason. Probationary employees are not subject to the grievance or discipline and dismissal procedures.
- D. The probationary period will be extended on a day-for-day basis, for all missed work days during the probationary period.

This 180-day probationary period should not be confused with the 6-month period during which new state employees are not eligible to take vacation leave. For a new employee who has never worked for the State of Texas, the two periods start on the first day of employment. However, the vacation leave prohibition ends at the beginning of the seventh month of employment, while the probationary period may be extended as noted in Section 2.D. above. A new employee who has prior state service of more than 6 months will have a probationary period, as provided in this policy, but will be able to accrue and use vacation leave from their first day of employment.

3. Definitions

Classified positions are those which do not entail significant instructional responsibility, or are not responsible for the administration of instructional, functional or research departments within UTD.

4. For more information, contact Human Resources.