

Institutional Handbook of Operating Procedures
Policy 03.03.07

Section: Human Resources Policies	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Employee Relations	Responsible Entity: Human Resources

I. Title

New Employee Probationary Period

II. Policy

Supervisors are responsible for providing new employees with the following information pertaining to the employees' [probationary period](#):

1. All new employees of UTMB have a six-month probationary period.
2. Probationary periods are only extended when an employee is on an approved leave of absence without pay during the six-month probationary period.
3. The supervisor will conduct a departmental orientation for the new employee, discussing the purpose of the probationary period and reviewing the length of the probationary period.
4. The supervisor will provide the new employee with a clear description of the job to be performed, communicate the standards for the job, observe work performance, and provide feedback to the employee.
5. Before the end of the six month, [probationary employees](#) should be evaluated. If performance issues arise before the probationary period ends, there shall be a documented discussion with the employee.

Newly transferred employees from other state agencies are subject to this policy for performance progress. Newly transferred employees from within The University of Texas Medical Branch Galveston (UTMB) who have completed their original probationary period do not fall under the guidelines of this policy. [Non-probationary employees](#) and employees who are appointed in positions not meeting criteria as [regular employees](#) are subject to employment-at-will policies.

UTMB, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity, genetic information, or veteran status.

III. Use of Leave Accruals by Probationary Employees

A probationary employee will begin accruing Paid Time Off (PTO) hours on their date of hire. Accruals are based on total years of state service and credited on a proportionate basis depending on the employee's appointed hours/FTE status. Hours are available for use on the first calendar day of the following month and may be taken upon accrual with supervisory approval.

At the beginning of each fiscal year, employees are granted up to 40 hours of Extended Illness Bank (EIB), proportionate to their appointed hours/FTE status. New employees are credited EIB hours in a prorated lump sum on their date of hire, and the hours are available for immediate use with supervisory approval and in accordance with the Extended Illness Bank Policy.

IV. Transfers During Probationary Period

During the probationary period, the probationary employee may not transfer to another position or department within UTMB unless there is written approval from the Associate Vice President of Human Resources and Direct Entity Services.

V. Pay Increases

Probationary employees are not eligible for merit increases.

VI. Appealing a Dismissal

A probationary employee may be dismissed at any time for performance deficiencies if the manager has communicated these deficiencies in writing to the employee and has discussed the issue with the appropriate Human Resources representative. Probationary employees do not have the right to appeal a dismissal from employment.

A probationary employee who alleges that his or her termination from employment was based on unlawful discrimination or retaliation and who is restricted from using the appeal procedures for employee dismissals may utilize the grievance process in accordance with the UTMB Grievance Policy 3.1.10 to pursue that complaint. The burden of proof is on the probationary employee who must submit written details of the facts to Human Resources Employee Relations. Such grievances may require investigation by Human Resources or the UTMB Department of Internal Investigations

VII. Related UTMB Policies and Procedures

- [IHOP - 03.01.09 - Discipline, Dismissal and Appeal for Classified Employees](#)
- [IHOP - 03.01.10 - Grievance](#)
- [IHOP - 03.06.00 – Paid Time Off \(PTO\)](#)
- [IHOP - 03.06.10 – Extended Illness Bank \(EIB\)](#)

VIII. Additional References

- [Paid Time Off \(PTO\) Fact Sheet](#)
- [Extended Illness Bank Fact Sheet](#)
- [Direct Access to Extended Illness Bank Fact Sheet](#)
- [State Agency Transfers Fact Sheet](#)

IX. Dates Approved or Amended

<i>Originated: 05/01/1995</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
10/03/2012	01/19/2018
03/02/2023	

X. Contact Information

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