

HUMAN RESOURCES ADMINISTRATIVE MANUAL
EMPLOYMENT: PROVISIONAL APPOINTMENTS



UNIVERSITY SYSTEM
OF GEORGIA

Provisional Appointments

CITATION REFERENCE

| | |
|---------------------------|------------------------------------|
| OFFICIAL TITLE | POLICY ON PROVISIONAL APPOINTMENTS |
| VOLUME | HUMAN RESOURCES |
| RESPONSIBLE OFFICE | USG HUMAN RESOURCES OFFICE |
| ORIGINALLY ISSUED | |
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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 location.

If the work of the employee is satisfactory, employment will be continued. Should the work not be satisfactory, the employee will be notified in writing prior to the completion of the six (6) months provisional period. In the event of an approved leave of greater than thirty (30) days, an equivalent extension of the provisional period may be granted with the approval of the President or the Chief Human Resources Officer. The extension should be granted only in 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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employees for who specified training is mandated by state law and such training occurs after their employment.

This policy ensures consistency among institutions of the University System and clarifies that the provisional period is institution specific. The policy also affords the appropriate level of flexibility needed at the institutional level should circumstances warrant consideration of a limited extension.

Applicability

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All employees within the University System of Georgia should be aware of this policy.

Definitions

These definitions apply to these terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.
- **Extended Provisional Period:** The period of time that is equivalent to 180 days, beginning on the employee's first day of employment in a regular, benefits eligible position plus the amount of time that the employee was on an approved leave that exceeded thirty days, and for which an extension was then approved by the President or Chief Human Resources Officer.
- **Provisional Period:** The 180-day period that begins on an employee's first day of employment in a regular, benefits eligible position and ends at the conclusion of the 180-day period.

Process and Procedures

This policy defines the provisional period and affords the institutions the opportunity to extend the provisional period should circumstances warrant upon approval of the President or designee. The policy also provides that employees discharged during the provisional period do not have the right to appeal.

Suggested Process: When an institution has an employee who has not completed their first 180 days of employment and that employee has been approved for a period of leave that will extend beyond a thirty (30) day period, the President of that institution or Chief Human Resources Officer in their sole discretion may approve an extension of the provisional period for an amount of time that is equivalent to the approved leave only, but not to exceed three (3) months.

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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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