



**Institutional Handbook of Operating Procedures**  
**Policy 03.03.07**

Section: Human Resources Policies	Responsible Vice President: Executive Vice President of Business and Finance
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 (180 days) probationary period.
2. Probationary periods are only extended when an employee is on an approved leave of absence without pay during the six month (180 days) 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. [Probationary employees](#) should be evaluated within the first 180 days of their employment. If performance issues arise before the 180 day 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 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.

The University of Texas Medical Branch, 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 Accruals by Probationary Employees**

A probationary employee will accrue vacation time and sick leave monthly, but may not use vacation time until the probationary period (180 days) has been met. Accrual of sick leave begins on the first day of employment and may be taken upon accrual, with supervisory approval, in accordance with Policy 3.9.8, Sick Leave.

Probationary employees who have completed six continuous months of regular employment at another state agency may use accrued vacation time with supervisory approval during the probationary period at UTMB.

**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 - 03.06.12 - Vacation](#)
- [IHOP - 03.06.10 - Sick Leave](#)

**VIII. 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

**IX. Contact Information**

Human Resources Employee Relations  
 (409) 772-8696