

Missouri Western State University
Probationary Period (Non-Exempt Staff)
Employment Policies
Approved: 06/24/2009

Each Non-Exempt Staff employee must demonstrate the ability to perform the work for which employed by serving a probationary period of at least 90 calendar days. The probationary period provides the University an opportunity to determine whether the employee is suitable and qualified for the work for which hired. An employee may be dismissed at any time during this probationary period without going through formal steps of the disciplinary procedure. The supervisor will evaluate the employee's job performance and will complete a performance evaluation form prior to the end of the probationary period. Under unusual circumstances, or in specific departments, the probationary period may be extended to allow the employee sufficient opportunity to fully learn the job duties. Normally, a probationary employee will not be eligible to apply for any position move until completion of the probationary period. If, however, a move to a new position is permitted prior to completion of the probationary period, a new probationary period shall be served (minimum of 90 days) beginning the date of the appointment to the new position. (June 1994)