

# Augusta University

## Policy Library

### Procedures for Provisional Employees Policy

**Policy Manager: Human Resources**

#### **POLICY STATEMENT**

All classified employees (exempt and non-exempt) with the exception of certain public safety employees, are required to serve the first six (6) months of employment with Augusta University on a provisional basis to provide an opportunity to evaluate the employee's performance.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

**Provisional Period:** The 180-day period that begins on the classified employee's first day of employment in a regular, benefits eligible position and ends at the conclusion of the 180-day period.

#### **PROCESS & PROCEDURES**

Pursuant to Board of Regents policy on [Provisional Appointments](#), with the exception of certain public safety employees\*, all classified employees serve in a provisional status for the first six (6) months of their employment at Augusta University. Employees who transfer to a new position within Augusta University are not subject to a provisional period in their new position unless they have not yet completed the provisional period in their former position (in such cases, the employee must complete the original six-month period.) If, at any time during the provisional period, an employee's performance is unsatisfactory, the supervisor should confer with the employee and describe in detail the areas needing improvement and the timelines or benchmarks which the employee must follow to achieve satisfactory performance. An employee in the provision period will normally be evaluated at the end of three (3) months and again prior to the conclusion of the provision period pursuant to the policy on performance appraisals. Notwithstanding any of the provisions noted in this policy, an employee may be terminated during the provisional period at any time if their supervisor determines that they are not suited for the job, and that employee is not entitled to grieve that termination under Augusta University policies [Grievance Procedures for Employees and Postdoctoral Fellows](#). Such termination is not considered disciplinary action.

\*Public safety employees are subject to the same provisional employment requirement as other employees, except that the six-month provision period will not begin until any person employed as a public safety officer has completed his/her mandated training for certification as a police officer. This special provision only applies to those public safety employees for whom specified training is mandated by state law and such training occurs after their employment.

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**Office of Legal Affairs Use Only**

**Executive Sponsor: VP, Human Resources**

**Next Review: 3/2025**

**REFERENCES & SUPPORTING DOCUMENTS**

Intentionally left blank.

**RELATED POLICIES**

[Grievance Procedures for Employees and Postdoctoral Fellows](#)

[Provisional Appointments USG Policy](#)

**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 3/3/2022

President, Augusta University

Date: 3/4/2022