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| <b>Policy title</b><br>Probationary Period Policy | <b>Category</b><br>Human Resources                         |
| <b>Owner</b><br>Human Resources                   | <b>Approved by</b><br>Business and Human Resources Offices |

## Policy statement

- Staff employees are required to complete a probationary period of three (3) continuous working months (first 90 days of employment).
- The employee may resign during a probationary period without any adverse results. All staff are employed under employment at will under Nebraska state law status.
- The Assistant Vice President for Human Resource, under unusual and extenuating circumstances, can extend the probationary period for a new employee.
- Under no circumstances can the probationary period extend beyond a date that is six (6) months from the employee's effective date of hire.

Questions about this policy and implementation procedures should be referred to the Human Resource Office.