Policy title	Category
Probationary Period	Human Resources
Owner	**Approved by**
Human Resources	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.

Last revised date
March 7, 2009