

FSU Procedures
**USM Policy on Vesting of Certain Rights upon Implementation of Phase II -
Exempt of the USM Pay Program**

(Approved by the Board of Regents on December 3, 1999, effective January 2,
and January 12, 2000; Amended October 9, 2015)

I. Purpose

Administration of USM Policy VII-9.01 – Vesting of Certain Rights Upon Implementation of Phase II – Exempt of the USM Pay Program.

II. Definitions

A. *Original Probation:* A probation period required of any employee entering the University System by appointment to a regular position, a current employee appointed to a position at an institution other than the one at which employed, or a former employee returning to University service in a classification other than the one held at the time of separation or to a department other than the one where employed at separation.

B. *Status Change Probation:* probation period required of an employee who is appointed to another position at the same institution as the result of a promotion, demotion, horizontal change, transfer or reinstatement, except that a reinstated employee appointed to a classification or department other than the one held at separation must serve an original probation and would be subject to the appeal process for original probation defined above.

C. *Working Days:* Monday through Friday regardless of work schedule, weekend work or mid-week days off.

III. General Guidelines

The Office of Human Resources (OHR) is designated as administrator of the afore-referenced policy. All questions regarding FSU procedures in regard to the policy should be referred to that office.

IV. Other

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written portions of this procedure.

V. References

USM Policy VII-9.01 – Vesting of Certain Rights Upon Implementation of Phase II – Exempt of the USM Pay Program.

All policies and procedures are available on:

- FSU Web Page
- USM Web Page