

Procedure on Probation for Regular Nonexempt and Exempt Staff Employees

I. Purpose

Administration of [USM Policy VII-1.21-Policy on Probation for Regular Nonexempt and Exempt Staff Employees](#).

II. Definitions

- A. **Original Probation.** The period following original appointment to a nonexempt job class at each USM institution or to a nonexempt position following a break in service of three or more years.
- B. **Status Change Probation.** The period following nonexempt reinstatement or competitive transfer (promotional, lateral, or demotional).
- C. **Promotional Status Change Probation.** The period following nonexempt promotion via competitive search.
- D. **Exempt Probation.** The period following a competitive search and appointment to an Exempt position.

III. General Guidelines

Probation for regular nonexempt and exempt staff employees is governed by [USM Policy VII-1.21-Policy on Probation for Regular Nonexempt and Exempt Staff Employees](#), and is subject to all the terms and conditions set forth therein with the following modification:

USM Sworn Police Officer Probationary Period

If an officer is hired at a level above UPO I, the probation period shall be six months.

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-1.21](#)