KUSM-W Probationary Policy

Classified Positions:
See Kansas Administrative Regulation Article 7 for information regarding probationary periods for employees in classified positions.

Unclassified Positions (Non-faculty): Effective July 1, 2005.
Employees in unclassified, non-faculty positions are subject to a 6-month probationary period beginning on their first day of employment. It is expected that, in the majority of circumstances, new employees will use the initial period of employment to demonstrate their value and compatibility with the medical school's mission, core values, and individual job duties.

However, there may be rare circumstances where an employee fails to produce expected results, exhibits inappropriate judgment or behavior or whose overall contribution is incompatible with his/her continued employment. In such cases, the supervisor may propose to end employment of such an individual at any time during the initial six (6) months of employment. Actions taken to dismiss an individual during this time do not require progressive discipline or formal evaluation and are not subject to appeal.

Should a termination be necessary during the initial probationary period, the supervisor shall consult with Human Resources prior to taking any action with the employee.

The above process is applicable to the initial 6-month probationary period only. Past this period time, dismissals of unclassified, non-faculty must follow for cause or non-reappointment procedures.