

<b>Policy title</b> Probationary Period	<b>Category</b> Human Resources
<b>Owner</b> Human Resources	<b>Approved by</b> 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.