INTRODUCTION

In the Classified Service, current policy is clear that time served in a higher title (promotional title) counts toward permanency in a lower title in the same Occupational Group from which the promoted employee is on leave. From time to time incumbents serving in the Classified Service titles move to the Unclassified Service titles. This Policy Bulletin is to clarify that a similar benefit is intended for employees who are on leave from titles in which they are serving in probationary status to serve in "higher" instructional staff positions. In order to be considered a "higher" title, the duties of the new position must entail substantial areas of responsibility associated with those performed in the most recently held lower classified title.

POLICY

In special circumstances the College Appointing Officer may request prior approval by the University Personnel Director that service in a higher Unclassified Service title as defined above may be used to qualify an employee for waiver of some or all of the employee’s probationary period in the last Classified Service title held by him/her. The amount of time credited toward the completion of the probationary period in the Classified title shall not exceed the total amount of time in that title which was considered by the college and by the OFSR as qualifying experience for appointment to the Unclassified Service title. This waiver shall be limited to the last Classified Service title from which the person is on leave from a permanent appointment in probationary status to serve in the Unclassified Service.

This policy shall apply to all future appointments and any appointments made prior to this issuance for which there is adequate documentation, acceptable to the UPD.

APPROVED

[Signature]
8/27/93