THE CITY UNIVERSITY OF NEW YORK

Personnel Policy Bulletin No.: 23-02 Date: 11-20-02

Regulation Reference No.: 5.4.3 Failure to Complete Satisfactorily the Probation Period

Index Reference: Termination During Probation
8 weeks original appointment, reinstatement, or transfer under reciprocal rule
12 weeks promotion or appointment to another permanent title

Approved: 
Arthur E. Brown: University HR Director

The following outlines the administrative review procedure to be used when a classified employee in the competitive class is being considered for termination prior to conclusion of the minimally established 8 week or 12 week probationary period.

Termination:

Employees may be terminated by a college at anytime during their probationary periods. The college should not give such employees a reason for dismissal other than unsatisfactory performance during their probationary period.

If termination is desired PRIOR to the minimum probationary period (8 weeks for every original appointment from a open competitive list, reinstatement, or transfer under reciprocal rule, or 12 weeks for a promotion list, appointment to a higher level, or appointment to another permanent title), it must communicated in writing and established to the satisfaction of the University HR Director in consultation with the University Director of Classified Staff Labor Relations, that the service of the probationer is unsatisfactory and the University HR Director must approve such termination. A person whose promotion or appointment to a higher level is rescinded shall be notified in writing.

Notwithstanding the provisions above, when a probationer is required to complete a prescribed formal course of study or training, which was approved by the University HR Director or authorized by said Director to be performed by a delegated training authority, the college may terminate such probationary employee, if such employee fails to complete or pass such course of study or training successfully.