

**LSU HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

**POLICY NUMBER:** 4537-19

**CATEGORY:** Human Resources

**CONTENT:** Probational Status Policy

**APPLICABILITY:** This policy will be applicable to all classified employees of the LSU Health Care Services Division (HCSD) Headquarters Office and Lallie Kemp Medical Center (LAK).

**EFFECTIVE DATE:** August 2, 2001  
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**Note: Approval signatures/titles are on the last page**

## PROBATIONAL STATUS POLICY

### I. POLICY STATEMENT

It is the policy of the LSU Health Care Services Division (HCS D) for all classified employees appointed on a Probational Appointment to serve a 12-month probationary period prior to being granted permanent status. Extensions up to an additional 12 months of probational status may be requested in accordance with established policy.

**Note:** Any reference herein to Health Care Services Division (HCS D) also applies and pertains to Lallie Kemp Medical Center (LAK).

### II. IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval signature and date of the HCS D Deputy CEO.

### III. GUIDELINES

Criteria to be considered for an extension of the Probational period beyond the initial 12 month time frame may include, but not be limited to:

- A. Official Performance Evaluation Rating (PES) of "Needs Improvement/Unsuccessful". The PES must have been processed and given to the employee in a timely manner.
- B. Documented attendance problems.
- C. Periods of LWOP causing inadequate time on the job to recommend permanent status.
- D. Disciplinary actions.
- E. Transfers into HCS D or transfers within HCS D while on Probational status.
- F. Reassignments, position changes, and/or demotions while on Probational status within HCS D.
- G. As directed by HCS D Administration

### IV. PROCEDURES

- A. HCS D HR Administration shall approve all requests for extensions up to 24 months based on policy criteria and guidelines.
- B. Approval for an extension of the probational period must be prior to the end of the initial 12 months.

- C. Requests received after the initial 12 months has expired shall not be approved and the employee shall be granted permanent status.
- D. HCSD HR Administration may approve an exception to grant permanent status after an employee has served a minimum of six (6) months on a probational appointment based on the following considerations:
  - 1. Employee has worked for the agency an extended period of time as Student, Temporary WAE Appointment, Job Appointment, and/or unclassified appointment.
  - 2. Employee is hired on Probational Appointment following a Student appointment, Temporary WAE Appointment, Job Appointment and/or unclassified appointment with no break in service.
  - 3. Experience and/or knowledge gained from previous employment was carried over into the Probational Appointment job duties.

**V. EXCEPTIONS**

Any exception to this policy must be approved by the HCSD Deputy CEO.

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