

Probationary-Trial Service

Employees – Human Resources

CWU Policy 301-16

Effective: April 17, 2013

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

Policy
Appendix A – Probationary - Trial Service Procedure

(1) Probationary/Trial Service

- A. This policy applies to non-represented classified employees. To the extent that this policy addresses terms not covered under collective bargaining agreements for represented employees, the terms of this policy shall prevail.
- B. This policy references chapter [357-19](#) of the Washington Administrative Code (WAC), Appointment and Reemployment and addresses the requirements of [WAC 357-19-090](#). This policy is to be used in conjunction with the WAC and university procedures.
- C. Probationary and trial service periods provide an initial learning and orientation period for employees appointed to new positions. Probationary and trial service periods provide the university an opportunity to determine if the employee will be granted permanent status (probationary period) or retained (trial service period) in a position by observing and evaluating an employee's skills, abilities, subject knowledge, and potential.
- D. Standard probationary ([WAC 357-19-040](#)) and trial service ([WAC 357-19-050](#)) periods for a class are established by the director of the Department of Personnel for periods of six (6) to twelve (12) months.
 1. Human resources may extend the probationary or trial service period for an entire class for up to a total twelve months ([WAC 357-19-045](#)) if, due to the nature of job responsibilities, work cycle, and/or business and operational needs of the university, the standard probationary

and/or trial service period set by the director of the Department of Personnel does not provide an adequate time frame to evaluate an employee's performance.

2. Extension of Probationary or Trial Service Period on Individual Positions

- a. Probationary Period Extension [WAC 357-19-045](#): Each employee appointed to a position by initial appointment shall serve a probationary period of a minimum of six (6) months. This may be extended for up to a total of twelve (12) months, with the approval of human resources, for an individual whose performance indicates deficient performance that additional training and/or experience may correct, or when unexpected circumstances occur which warrant extension of the probationary period. Extending the probationary period does not preclude the university from terminating an employee at any time during the extension period.
- b. Trial Service Period Extension [WAC 357-19-060](#): A permanent employee who accepts another position within the university shall serve a trial service period of a minimum of six (6) months unless otherwise authorized by human resources. This may be extended for up to a total of twelve (12) months, with the approval of human resources, for an individual whose performance evaluation indicates deficient performance that additional training and/or experience may correct, or when unexpected circumstances occur which warrant extension of the trial service period. Extending the trial service period does not preclude the university from reverting an employee at any time during the trial service extension period.
- c. An employee's probationary or trial service period is affected by the use of leave in accordance with [WAC 357-31](#).

E. Reassignment during Probationary/Trial Service Period

1. If an employee serving a probationary or trial service period accepts an appointment to another position in a related position or class, as determined by human resources, time served in the probationary or trial service period may be continued in the new position. ([WAC 357-19-070](#))
2. If an employee is reassigned by the university while serving a probationary or trial service period, time spent in the initial probationary or trial service period counts towards the probationary period of the position to which the employee was reassigned. ([WAC 357-19-075](#))

F. Notification of Probationary/Trial Service Period

1. An employee shall be notified in the appointment letter of the duration of the probationary or trial service period and the possibility of an extension to the maximum term.
2. Written notification shall be given to an employee in advance of any extension or continuation of the probationary or trial service period.

G. Employees will be formally evaluated during the probationary/trial service period per the university's performance management policy and [WAC 357-37-30](#).

H. The university may separate any probationary employee who fails to meet the university's standards.

1. Separation must be in accordance with [WAC 357-46-180](#).

- I. The university may revert any employee who fails to meet the employer's standards during the trial service period ([WAC 357-19-100](#)).
 - 1. The employee must be notified in accordance with [WAC 357-19-105](#).
 - 2. Upon reversion, the employee has the rights provided by [WAC 357-19-115](#) and [357-19-117](#).
 - 3. Employees who are reverted during trial service do not have the right to appeal the reversion. ([WAC 357-19-135](#))
- J. The trial service period for employees who are appointed to a position by transfer, voluntarily demotion, reemployment, acceptance of a layoff option, or appointment from a layoff list may be waived in accordance with university procedures.
- K. Exceptions to this policy may be granted in accordance with the WAC and university procedures when they are determined to be in the best interest of the university.

History:

PAC: 03/16/05; PAC: 06/08; Responsibility: BFA; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 04/17/2013; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-30-190, June 2025 Attached Procedure CWUR 3-40-120 as Appendix A, June 2025

Appendix A - Probationary / Trial Service

- (1) Applies to - non-represented classified employees. To the extent that this procedure addresses terms not covered under collective bargaining agreements for represented employees, the terms of this procedure shall prevail.

(2) Administrative responsibility

A. Managers and supervisors shall:

1. Ensure that the probationary/trial service periods of employees under their supervision are in accordance with this procedure, the policy and the Washington Administrative Code (WAC).
2. Ensure that all exceptions to this procedure are approved through appropriate channels.
3. Communicate the concepts and expectations of the probationary or trial service period and the resulting consequences if the probationary or trial service period is unsuccessful.
4. Provide each employee guidance, information, training, and assignments to provide an opportunity for successful performance.
5. Meet with the new employee to communicate job responsibilities, practices, standards, and procedures.
6. Formally evaluate the employee's progress and overall job performance during the probationary or trial service period.
7. Determine if the employee will be granted permanent status in a position.
8. Consult with human resources regarding this procedure.

B. Human resources shall:

1. Develop and recommend policy for probationary and trial service appointments.
2. Administer this procedure in conjunction with the WAC and the policy.
3. Develop procedures for the implementation of probationary and trial service practices.
4. Provide interpretation and consultation to managers and supervisors regarding this procedure, the policy and the WAC.
5. Provide recommendations to the appropriate appointing authority regarding exceptions to this procedure in accordance with the WAC and university procedures.

C. Employees shall:

1. Demonstrate their ability to perform the job for which they were hired.

(3) Definitions

- A. Probationary period: The initial period of employment following certification and appointment, or reemployment, in classified service.
- B. Trial service period: The initial period of employment for a permanent employee following promotion, transfer, voluntary demotion, elevation, or reversion. For the purpose of this procedure, a trial service period shall also include the transition review period following acceptance of an appointment in lieu of layoff or an appointment from a layoff list.