

# Shawnee State University

AREA:	FINANCE AND ADMINISTRATION	POLICY NO.:	4.81
		ADMIN. CODE:	3362-4-51
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	01/15/10
		RECOMMENDED BY:	Bane Sylvia
SUBJECT:	SECURITY - PROBATIONARY PERIOD	APPROVED BY:	Board of Trustees

## 1.0 Probationary period

- 1.1 All Security Officer Appointments shall serve a 180 day probationary period. No appointment is final until the appointee has satisfactorily served the probationary period.
- 1.2 If the service of the probationary employee is unsatisfactory, the employee may be removed at any time during the probationary period. Whenever an employee is given a probationary removal, a written statement of the reasons for such action, signed by the University's authorized appointing authority, showing the aspects in which the employee's service was not satisfactory, shall be given to the employee. A probationary employee duly removed from a position for unsatisfactory service does not have the right to appeal the removal under Section 124.34 of the Ohio Revised Code.
- 1.3 Time spent in no-pay status shall not be counted as part of the probationary period. Probationary periods shall be extended by an equal number of days the employee spent in no-pay status.
- 1.4 The University may, with the written consent of the employee and written approval of the Chief of Security, extend an employee's probationary period for up to sixty days to allow additional time to review the employee's performance. A probationary period extension shall only be granted if an employee consents to the extension prior to the end of the employee's normal probationary period.

Note: Any security personnel hired as "provisional" prior to the effective date of this policy will be subject to the probationary period as defined under the Ohio Revised Code, Section 124.