

## **EXTENDING PROBATIONARY PERIODS: INFORMATION SHEET**

When you have a probationary employee, which you think are correctable, keep in mind that you have the option to extend their probationary period. However, this should be a rare occurrence. Six months should generally be ample time for a new employee to demonstrate the ability to do most jobs here at the University of Toledo doubtful that they will be able to do so with additional time.

Review article 25 of the AFSCME contract. The probationary period begins on the date of hire and ends on the 180<sup>th</sup>

This option was generated for those employees who you feel could truly change, who really need additional time to prove it to you. Recruitment and retention costs money, as we all know. Think very hard as to whether or not it is worth the additional time and