

## ATTACHMENT C - PROBATION RULES FOR REGULAR STATUS NONEXEMPT EMPLOYEES

Type of Probation	Coding in PHR	Eligible for Step Increase after Completion of Probation?	Eligible to Come Off Probation Early? (2)	Comments
<i>Original</i>	<i>Appt Action = INEMP, REEMP AND Probat Status = On Probation or Probat Extnd (nonbargaining and bargaining up to the number of days absent due to illness of 10 or more days while on probation.)</i>	<i>Yes</i>	<i>Only if in a non-bargaining unit.</i>	<i>If the employee has not served an original probation in any previous regular status positions with the University, the employee is considered to be on "original probation" and is not eligible for merit in-year merit is applicable.</i>
<i>Promotion Status Change Probation (with competitive search and one pay range higher)</i>	<i>Appt Action = PROMO AND Probat Status = On Probation or Probat Extnd (nonbargaining and bargaining up to the number of days absent due to illness of 10 or more days while on probation.)</i>	<i>Yes</i>	<i>Only if in a non-bargaining unit</i>	<i>This applies only to promotions with a competitive search and one pay range higher. Promotions without a competitive search fall under "other status change" probations.</i>
<i>CII Conversion Probation</i>	<i>Appt Action = C/Reg AND Probat Status = On Probation or Probat Extnd (nonbargaining and bargaining up to the number of days absent due to illness of 10 or more days while on probation.)</i>	<i>Yes</i>	<i>Only if in a non-bargaining unit</i>	<i>CII conversion employees in a bargaining unit have a 30-day probation period. Those in a nonbargaining unit have a probation period of six months, but the department can waive all or part of the period.</i>
<i>Other Status Change Probations</i>	<i>Appt Action = various could be New Appointment, Change to Appointment, Reinstatement, Lateral AND Probat Status = On Probation or Probat Extnd (nonbargaining and bargaining up to the number of days absent due to illness of 10 or more days while on probation.)</i>	<i>No</i>	<i>Only if in a non-bargaining unit</i>	<i>This category includes nonexempt employees who have served an initial probation in an earlier position with the university.</i>

- (1) Please contact Jennifer Matthews in University Human Resources x5-0001 ([jmatth11@umd.edu](mailto:jmatth11@umd.edu)) if you questions regarding eligibility for step increases.  
 (2) The Appt CB field identifies whether an appointment is Bargaining, Not Applicable (non-bargaining), or UMCP-FOP-Police Bargaining.