

## **MSU Billings Personnel Procedures**

---

POLICY REFERENCE: **Probationary Period – Classified Staff**

OTHER REFERENCES: 7-32-303, 39-2-904, M.C.A.; Collective Bargaining Agreements

DATE ADOPTED/REVISED: 10/08/08

---

Time on leave without pay is not credited toward completion of a probationary period. If an employee has taken leave without pay during the established probationary period, the employee's probationary ending date may be adjusted to compensate for the amount of leave taken.

Employees serve only one probationary period upon initial hire as a regular employee at MSU Billings. Employees who have completed the probationary period and transfer to another university department do not complete a new probationary period. If an employee transfers to another department during the probationary period, his/her probation will continue until the period is completed.

Employees transferring from a state agency or another unit of the Montana University System to MSU Billings shall complete a new six-month probationary period with MSU Billings.

Upon successful completion of the probationary period, a regular employee may be involuntarily terminated only for reasons of just cause or layoff.