

## Probationary and Provisional Performance Review Guide

### Performance Evaluation Due Date from Employee's Date of Hire

*This document is not meant to replace the Collective Bargaining Agreements. Consult individual contracts or contact your HR Consultant for details.*

Bargaining Unit	New Hires	Transfers	Promotions	Reduction in Force (Job Qualifying Period)	Promotions Between Staff and P&A
<b>Staff Association</b>	First evaluation due after employee works 90 days  Second evaluation due up to, but no later than 180 days	First evaluation due at 45 calendar days  Second evaluation can be completed anytime between the 46th and 90th calendar day	Evaluation due after employee has worked 225 hours	First evaluation due at 45 calendar days  Second evaluation must be completed prior to the expiration of the 90 day qualifying period.	First evaluation due after employee works 90 days  Second evaluation due up to, but no later than 180 days
<b>P&amp;A</b>	First evaluation due after employee works 90 days  Second evaluation due up to, but no later than 180 days	First evaluation due at 45 calendar days  Second evaluation should be completed on the 90th calendar day or the closest scheduled work day prior to it.	First evaluation due at 45 calendar days  Second evaluation should be completed on the 90th calendar day or the closest scheduled work day prior to it.	First evaluation due at 45 calendar days  Second evaluation must be completed prior to the expiration of the 90 day qualifying period.	First evaluation due after employee works 90 days  Second evaluation due up to, but no later than 180 days
<b>Non-Represented</b>	First evaluation due after employee works 90 days  Second evaluation due up to, but no later than 180 days	First evaluation due at 45 calendar days  Second evaluation due at 90 calendar days	First evaluation due at 45 calendar days  Second evaluation can be completed anytime between the 46th and 90th calendar day	N/A	N/A