A trial employment period of three months duration shall be required of all general staff (non-bargaining) personnel new to the University. It is the department head's or supervisor's responsibility to observe the new employee's work during this period and to assist them in every way possible to adjust quickly and efficiently to the work situation, and to correct any unsatisfactory areas of performance.

In the case of unsatisfactory performance the employee may be terminated.

It is recommended that at the successful end of the three-month probationary period, the department head take the opportunity to discuss with the employee, in a personal interview, their work progress and give any warranted commendations for work well done.

A general staff member (non-bargaining) serving the three-month probationary period is prohibited from bidding on other openings in the University.