



PPSM-61: Release During the Probationary Period or from Limited Casual/Restricted, and Floater Positions

Responsible Officer:	Vice President – Human Resources
Responsible Office:	HR - Human Resources
Issuance Date:	1/1/2001
Effective Date:	1/1/2001
Scope:	Staff members except Senior Managers

Contact:	Melanie Kwan
Email:	Melanie.Kwan@ucop.edu
Phone #:	(510) 987-0360

I. POLICY SUMMARY

This policy provides direction and authority to release employees who are serving a probationary period or who hold limited, casual/restricted, or floater appointments.

II. DEFINITIONS

Casual/Restricted Appointment: An appointment which is reserved for a regular student of the University of California. Such an appointment retains the designation casual/restricted regardless of the percent of full time or the duration of the appointment.

Exception to Policy: An action that exceeds what is allowable under current policy or that is not expressly provided for under policy. Any such action must be treated as an exception.

Executive Officer: The University President or Chancellor.

Floater Appointment: An appointment reserved for use in temporary employment pools and may be established at any percent of full time for up to two years duration.

Limited Appointment: An appointment established at any percentage of time, fixed or variable, during which the appointee is expected to be on pay status for less than 1,000 hours in a 12-month period.

Probationary Period: The period during which an employee's work performance and general suitability for University employment is evaluated. (see [Personnel Policies for Staff Members 22, Probationary Period](#)).

Top Business Officer: Executive Vice President–Business Operations for the Office of the President, Vice Chancellor for Administration, or the position responsible for the location's financial reporting and payroll as designated by the Executive Officer.

III. POLICY TEXT

A. General

Employees serving a probationary period or holding limited, casual/restricted or floater appointments may be released at any time at the discretion of the University. The employee shall be notified of the release in writing.

B. Automatic Termination

An employee holding a limited, floater or casual/restricted appointment is automatically terminated as of the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing.

IV. COMPLIANCE / RESPONSIBILITIES

A. Implementation of the Policy

The Vice President–Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy. The Chancellor is authorized to establish and is responsible for local procedures necessary to implement the policy.

B. Revisions to the Policy

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Human Resources.

The Vice President–Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable *Bylaws* and *Standing Orders* of the Regents.

The Executive Vice President–Business Operations has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

C. Approval of Actions

Actions within this policy must be approved in accordance with local procedures.

Chancellors and the Vice President–Human Resources are authorized to determine responsibilities and authorities at secondary administrative levels in order to establish local procedures necessary to implement this policy.

All actions applicable to PPSM-covered staff employees who are not Senior Management Group members that exceed this policy, or that are not expressly provided for under any policy, must be approved by the Vice President–Human Resources.

D. Compliance with the Policy

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Human Resources is accountable for reviewing the administration of this policy. The Director–HR Compliance may periodically monitor compliance to this policy.

E. Noncompliance with the Policy

Noncompliance with the policy is handled in accordance with [Personnel Policies for Staff Members 61, 62, 63, 64, 65, and 67](#), pertaining to disciplinary and separation matters.

V. PROCEDURES

The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require the approval of the President.

VI. RELATED INFORMATION

- [Personnel Policies for Staff Members 22 \(Probationary Period\)](#) (referenced in Section II. of this policy)
- [Personnel Policies for Staff Members 61, 62, 63, 64, 65, and 67](#) (referenced in Section IV.E. of this policy)

VII. FREQUENTLY ASKED QUESTIONS

Not applicable.

VIII. REVISION HISTORY

This policy was reformatted into the standard University of California policy template effective July 1, 2012.

University of California – Policy PPSM-61

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As a result of the issuance of this policy, the following documents are rescinded as of the effective date of this policy and are no longer applicable:

- *Staff Personnel Policy 730 (Release of Employees Who Have Not Attained Regular Status)*, dated January 1, 1980