

**Policy: 5.25**

**Disciplinary Probation**

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Any employee who has been employed beyond the initial probationary period, but whose performance is unsatisfactory, will be placed on probation for three (3) months. The employee will be notified in writing of such placement. At least one evaluation must be conducted within three (3) months of the date of said notification. This probationary status may be utilized by the supervisor at any time during employment with authorization of the Provost.