

Staff Personnel Manual (SPP)

SPP 303: Probationary Period

Effective: 4/1/1980

Revised: 12/23/2024

Purpose

To define the probationary period for regular classified employees assigned to the ASU Police Department (ASU PD)

Source

University policy

Applicability

[Regular classified employees](#) assigned to the ASU Police Department (ASU PD)

Policy

Initial Probationary Period

An employee assigned to a law enforcement officer, dispatch, or police aide position in the ASU Police Department (ASU PD) is required to serve a one-year probationary period upon hire or promotion/transfer by ASU PD regardless of whether a probationary period has been completed in another ASU position.

Time Not Counted toward the Probationary Period

Time spent on leave, with or without pay, will not count toward completion of the initial or promotion/transfer probationary period. A probationary employee must complete the initial or promotion/transfer probationary period upon return from the leave.

Time spent as a [non-regular employee](#) or in a position assigned through the alternate duty assignment program is not counted toward the initial or promotion/transfer probationary period.

Release during the Probationary Period

An employee may be released at any time during the initial or promotion/transfer probationary period (see [SPP 1011](#), “Involuntary Termination”). It is recommended that an employee in a promotion/transfer probationary period be provided with a three-month performance evaluation (see [SPP 309–01](#), “Classified Staff Performance Evaluation”) and an opportunity to improve performance prior to termination.

Supervisors should consult with the [Office of Human Resources Business Partners](#) prior to releasing probationary employees.

Termination after the Probationary Period

An employee who has successfully completed the initial or promotion/transfer probationary period may be [terminated](#) only in accordance with university discipline policies (see [SPP 809](#), “Discipline”).

Exception

An employee who has successfully completed a probationary period and then is hired for an ASU PD law enforcement officer or police aide position is required to serve a one-year probationary period in the ASU PD position. The employee is therefore subject to termination during the one-year probationary period in ASU PD under [SPP 1011](#), “Involuntary Termination.” This employee does not have recall rights to the former classification held. However, an ASU PD employee promoted to corporal, sergeant, or classified lieutenant position may return to the former classification held if requested by the employee, or if the promotional probation is not satisfactorily completed.