

CIVIL SERVICE TRANSFER HIRING POLICY

It is the policy of The University of Louisiana at Monroe that when any new employee is offered a regular position, that employee shall be employed in a probational status. This shall include those employees who are transferring from another state agency and may have permanent status at that agency. It shall be clearly stated to the employee who is accepting the probational appointment that he/she will serve a probation period to last no fewer than six, but no more than 24 months.

Secondly, it is the policy of this agency that a permanent employee who accepts a probational appointment must sign a written statement confirming his/her understanding that he/she will serve a probationary period to last no fewer than six, but no more than 24 months.