

**TIME IN POSITION
Request for Waiver letter**

Classified Staff Policy #112.0 requires probationary Classified Staff employees to complete a six (6) month initial probationary period and, if applicable, a six (6) month promotion/transfer probationary period prior to seeking employment in another University department. *Departments that collect application materials for appointed positions should screen classified staff applicants for time in position requirements.*

Classified Staff employees who wish to pursue other employment opportunities at the University during their initial or promotion/transfer probationary period must voluntarily terminate their employment before submitting application materials except when a time in position waiver is granted for the convenience of the University.

Exceptions to the time in position requirement may be granted to an employee serving a probationary period to pursue more suitable University positions and/or where an employee's unique skills and abilities warrant consideration for another University position. Such determination shall be made by the Vice President for Human Resources (or designee) upon receipt of this written request letter by the requesting department head.

If a time in position waiver is granted and the employee secures a promotion or transfer through a competitive recruitment process, time served in the former position does not apply to the new position. If the employee is in the initial probation period at the time of the promotion/transfer, the employee will serve a full six (6) month initial probationary period in the new position. If the employee is in a promotion/transfer period at the time of another promotion/transfer, the employee will serve a full six (6) month promotion/transfer probationary period in the new position.

Date:

To: Vice President for Human Resources, Human Resources

From:

Subject: Request for Waiver of Time-In-Position Requirement

Employee Last Name First Name MI

Job Title Position Start Date Probationary End Date

Department Dept number Dept Phone

Supervisor Phone Fax

Type of Probation: Initial Probation Promotion/Transfer Probation

Was the employee satisfactorily meeting probation requirements at the time of the request? YES NO

Rationale for waiver:

Supervisor signature:	Date:
Department Head signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Human Resources:	Date: