



Policy # 53052

ATTAINMENT OF PERMANENT STATUS FOR CLASSIFIED EMPLOYEES

Effective Date: February 1, 2024

Responsible Office: Office of Human Resources Management

Division: Operations

I. PURPOSE/OBJECTIVE

To ensure that Classified employees maintain compliance with the Louisiana State Civil Service 9.2 Permanent Appointment Action Following Probationary Period Rule.

II. STATEMENT OF POLICY

Grambling State University may grant permanent status to classified employees if they:

Have been employed at least six months and no longer than twenty-four months.
Have met work and behavior expectations documented by at least one evaluation.

An employee's status, i.e., probational, permanent, or While Actually Employed (WAE)-temporary, determines some extremely critical conditions of his employment. An employee on probation is "employed on a trial basis" to be sure he can successfully perform all the position duties. An employee who is not granted permanent status must be separated by the end of his probation period.

An employee who is granted permanent status gains eligibility and rights that a probational or temporary employee does not have. A significant right, is a right to due process and the right to appeal to the Commission. Permanent employees also have the right to request a review of a "Needs Improvement/Unsuccessful" performance evaluation. An employee must have been granted permanent status to be eligible for a promotion or to receive certain types of optional pay.

Grambling State University must use probationary periods to evaluate new hires' performance, separate those who do not meet standards, and ensure that those who perform well are granted permanent status per the Civil Service Rules.

III. REVISION/REVIEWED