TO: New Employees-Middle Georgia State University

FROM: The Office of Human Resources

RE: PROVISIONAL APPOINTMENTS

HUMAN RESOURCES POLICIES
UNIVERSITY SYSTEM OF GEORGIA

"All classified employees are required to serve the first six months of employment in the University System on a PROVISIONAL basis to provide the employer an opportunity to evaluate the employee's performance. If the work of the employee is satisfactory, the employee's employment will be continued. Should the work not be satisfactory, the employee will be notified in writing prior to the completion of the six months provisional period and the employee may be terminated at that time without the right of appeal."

I have read, or had read to me, this policy concerning PROVISIONAL APPOINTMENTS and I understand that my appointment is provisional for the first six months of my employment.

_____

SIGNATURE

_____

DATE

EMPLOYMENT DATE: _____

MONTH DATE YEAR