**Probationary Period**  **Trial Period**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Extension |  Termination | | | | | | | Extension |  Termination | | | | | | |
| **Employee Information** | | | | | | | | | | | | | |
| Name: | |  | | | | | | PERNR: | | |  | | |
| MAU and/or Department: | |  | | | | | | Classification/Title: | | |  | | |
| University Hire Date: | |  | | | | | | Current Position Hire Date: | | |  | | |
| For CTU, SSTU, 1585, and 324 probationary separation requests please calculate and provide number of hours *actually worked* in the position.  Exclude paid time off, include extra hours worked (straight time and overtime): | | | | | | | | | | |  | | |
| Union: | APSA | | APA | CTU | IATSE | POAM | | | SSTU | 1585 | | 324 | Non-Union |
|  | | | | | | | | | | | | | |
| **Reason for Extension/Termination:** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **For terminations only:** Is a restriction recommended?  Yes  No | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Resources** | | |  |
| **Program** | **Website** | **Phone** | **Email** |
| Employee Assistance Program (EAP) | [eap.msu.edu](https://eap.msu.edu/) | 517-355-4506 | [eap@msu.edu](mailto:eap@msu.edu) |
| Resource Center for Persons with Disabilities (RCPD) | [rcpd.msu.edu](https://www.rcpd.msu.edu/) | 517-884-RCPD | [WorkplaceAccommodations@hr.msu.edu](mailto:WorkplaceAccommodations@hr.msu.edu) |
| Leave Programs | [hr.msu.edu](https://hr.msu.edu/time-off-leave/) | 517-353-4434 | [SolutionsCenter@hr.msu.edu](mailto:SolutionsCenter@hr.msu.edu) |
| Care and Intervention Liaison |  |  | [lucase@msu.edu](mailto:Lucase@msu.edu) |
| Misconduct Hotline | [misconduct.msu.edu](https://secure.ethicspoint.com/domain/media/en/gui/58826/index.html) | 800-763-0764 |  |
| Office for Civil Rights | [civilrights.msu.edu](https://civilrights.msu.edu/response-and-investigations/index.html) |  |  |
| Health promotion, Engagement, Accessibility, and Accommodation | [worklife.msu.edu](https://worklife.msu.edu/)  [health4u.msu.edu](https://health4u.msu.edu/) | 517-353-1635 | [worklife@msu.edu](mailto:worklife@msu.edu) |

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