Early Certification Process and Document Routing

State Personnel Rules provide an appointing authority the discretion to certify a state employee before the end of the 12 month probationary period. Appointing authorities may consider this option in cases where probationary employees have demonstrated exemplary abilities in performing their work and early certification provides a benefit to the organization. For example, they may in the event of a promotion wish to certify the employee in the previous job class in order to use the trial service period for the new job class. This option provides a benefit to the employee as well, offering the opportunity to have certification in more than one job class. Appointing authorities also sometimes choose to certify employees early in anticipation of potential layoffs in order to afford retention rights which they would otherwise not have as a probationary employee.

To early certify a probationary employee, the appointing authority must submit an “Early Certification Justification Memo” as part of the justification for certifying the employee. A template for this memo is available online. This memo replaces the previous process which required completion of the performance evaluation and submission of the front page with the request to early certify.

Routing Process

When appointing authorities wish to early certify an employee, they must submit an Early Certification Justification Memo which is available on the HR website or from the Office of Employment Services.

- Appointing authority signature is required. An employee signature is not required.
- The appointing authority forwards the memo to Human Resources/Employment Services via fax (303/492-4693), campus mail (565 UCB), or via email.
- Upon receipt of the memo in HR, it will be forwarded to the appropriate Job Evaluation (JE) Consultant who will quickly review the document and ask for more information from the appointing authority if needed. The JE Consultant will ensure there is adequate justification for the certification of the employee and sign as the Employment Services signature.
- The departmental personnel liaison should enter a certification row in HRMS. Upon receipt of the memo, HR will approve the row in HRMS.
- If approved, the JE Consultant will forward memo to the HR Technician for the approval and/or changes in HRMS. The HR Technician will then route the memo to the employee’s personnel file.