

PROBATION

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES

RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

A probationary period of three months duration is required of all new, non-contract staff employees. This period allows the manager and the new staff member the opportunity to determine the suitability of continued employment for the employee in the position he or she was hired in.

The manager should utilize this time period to assist the new staff member to adjust as quickly and efficiently to the work environment and position and observe the quality of the employees work performance in relation to the standards of the position. The new employee is encouraged to ascertain if the position is a proper fit for him or her.

The probationary period may be extended by the employee’s manager an additional three months with the approval of the department head and Human Resources if the employee is not meeting the performance expectations and the manager would like additional time to assess the employee’s suitability for continued employment.

II. ENTITIES AFFECTED

Staff

IV. DEFINITIONS

Probation is defined as the first three months of employment for new staff employees or the first three months in a new position for existing staff employees. This probationary period may be extended an additional three months if the employee is not meeting performance expectations and the manager would like additional time to assess the employees suitability for continued employment.

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	