1. **STATEMENT OF POLICY:**

Staff members who are newly hired or reemployed are subject to an introductory period. The introductory period is designed to allow the staff member and manager an orientation, training and evaluation period to initially assess the staff member’s ability to perform satisfactorily in the position.

2. **POLICIES/PROCEDURES:**

**Introductory Period**

Newly hired or rehired staff members are subject to a 6-month introductory period.

During the introductory period, the staff member and manager should regularly discuss the staff member’s performance. If the staff member’s performance or conduct during the introductory period is not satisfactory, the manager should counsel the staff member. At any time during the introductory period the University can end the employment relationship with or without notice or cause.

**Outcome of the Introductory Period**

Before the end of the introductory period, the manager should evaluate the staff member’s performance and conduct and determine whether the staff member meets the performance expectations for the position.

**Completion of the Introductory Period**

If the staff member has met the performance expectations for the position, the manager will inform the staff member that they have successfully completed their introductory period. The manager will complete a written introductory review that will be given to the staff member. Successful completion of the introductory period does not imply continued employment or otherwise limit in any way the “at-will” employment relationship under which a staff member may be terminated at any time, with or without notice or cause. In short, staff members remain employed at will both during and after the introductory period. Further, a staff member’s ability to perform the job will continue to be evaluated after completion of the introductory period.

**Extension of the Introductory Period**

If the staff member has not performed up to the expectations of the position within the first six months of employment, but there is reason to believe the staff member may be able to do so if allowed additional time, the introductory period may be extended one time for a period not to exceed 60 days. Extensions
of the introductory period require review by Human Resources within the last 30-days of the initial introductory period and prior to taking action.

Extensions of the introductory period will be communicated to the staff member in writing. If an introductory period is extended, the staff member will receive written feedback outlining the length of the extended introductory period and the performance areas that require improvement.

Termination

If the staff member has not met the performance expectations required for the position, the staff member will be separated from employment. Decisions to terminate a staff member’s employment for failure to meet performance expectations during the introductory period require review by Human Resources prior to taking action.