

Employment Probationary Periods Policy

POLICY NO.:	HR-400-07
RESPONSIBLE ADMINISTRATOR:	Vice President of Human Resources
RESPONSIBLE OFFICE:	Department of Human Resources
ISSUE/EFFECTIVE DATE:	01/01/2024
REVISION DATE:	

1.0 POLICY PURPOSE

The Introductory Period provides an opportunity for the manager/supervisor and staff to assess the employment relationship. The Probationary Period allows managers/supervisors to oversee an employee's work, offer advice to increase effectiveness or dismiss the employee.

2.0 TO WHOM THE POLICY APPLIES

This policy applies to any newly hired, transferred, or promoted staff employees and their manager/supervisor.

3.0 POLICY STATEMENT

All staff employees new to a position at HSSU will serve and complete an initial ninety-day (90) probationary period. Another ninety-day probationary period will start and must be successfully completed when an employee is transferred or promoted to a different position.

In situations where a department requires additional time to assess an employee's performance, Human Resources may authorize the extension of a Probationary Period. Employees will be informed of an extension, in writing, before the expiration of the initial Probationary Period. When employees are absent from work for a total of 10 working days or more during their Probationary Period, the period may be extended by the length of the absence. When the manager/supervisor's position is vacant during an employee's Probationary Period, the manager/supervisor hired to fill the vacant position may extend the Probationary Period by the length of the vacancy.

A Probationary Period does not guarantee employment for ninety (90) days, an employee may be terminated for any reason at any time, either during the Probationary Period or after completing it, if authorized by Human Resources. In cases of termination during the Probationary Period, notice or Pay instead of Notice may be offered. Please see the [Performance Management and Corrective Discipline Policy](#) for more information.

Completion of the Probationary Period does not entitle an employee to remain employed by HSSU for any definite period. Both the employee and HSSU are free, at any time, with or without notice and with or without cause, to end the employment relationship.

4.0 DEFINITIONS

For this policy, the terms below have the following definitions:

Probationary Period: The Probationary ninety-day (90) period, which may be extended, allows both managers/supervisors and employees to assess the working relationship and performance.

Pay in Lieu of Notice: Compensation that may be offered to an employee terminated without advance notice.

5.0 RESPONSIBILITIES

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. University managers/supervisors are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure compliance with it.

Human Resources: will send a new hire appraisal form to the manager the month before the expiration of the Probationary Period. University Human Resources will authorize Probationary Period extension and termination requests.

Supervisors: Supervisors must complete the New Hire Appraisal Form before the end of the Probationary Period. If an extension is needed, supervisors must request approval from University Human Resources at least one week in advance.

6.0 CONSEQUENCES FOR VIOLATING THIS POLICY

Failure to comply with this and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment, in accordance with applicable disciplinary procedures.

7.0 RELATED INFORMATION

This policy is not a legal document. This policy does not confer a term of employment, nor is the language intended to establish a contract of employment, express or implied, between any employee and HSSU. The University reserves the right to change, amend, or terminate any of its human resources policies at any time for any reason.