



INTRODUCTORY EVALUATION PERIOD

The first three (3) months of employment serve as an Introductory Evaluation Period. During this time, the Staff member's performance will be carefully observed and evaluated, and the supervisor will keep the Staff member informed about those aspects of job performance which may need improvement. Questions are especially encouraged during this period to ensure that University policies, procedures, and expectations are fully understood.

At the completion of the Introductory Evaluation Period for a regular Staff member (not temporary), the Staff member's performance will be formally evaluated, and, providing that overall performance has been acceptable, regular employment status will be granted. Regular employment status confers certain benefits, but does not extend, or provide for contractual rights which would in any way alter the at-will nature of employment. The supervisor, with the approval of the Vice President for Human Resources, also has the option of extending the Introductory Evaluation Period beyond the initial three month period, if it is deemed necessary for proper evaluation.

In keeping with the premise of employment at-will, employment within the Introductory Evaluation Period may be terminated with or without cause and with or without notice. Temporary employees are not subject to the 90 day introductory evaluation period. By nature of their temporary employment status, employment may be terminated with or without cause and with or without notice.

Even though vacation, sick and personal time are being accrued, employees are eligible to schedule and take paid vacation, personal and sick days only after successful completion of the Introductory Evaluation Period. Accrued time will not be paid if the employee is terminated within the Introductory Evaluation Period or within the extended Introductory Evaluation Period.

Exception:

When an employee is promoted/ transferred, depending upon the new position responsibilities, the employee is subject to a performance evaluation period of three (3) months in the new position. Accrued vacation, personal and sick days may, in this situation, be used during the new evaluation period in accordance with departmental staffing needs.