



## Policy

Title:	<b>Introductory Period</b>
Effective Date:	Reviewed May 1, 2021
Approved By:	President's Council
Responsible Party:	Vice-President for Human Resources
History:	05/15/2021
Related Documents: Introductory Bargaining Unit Review Form; APS Introductory Period Review Form	

### I. PURPOSE

The purpose of the new-employee introductory period for new or transferred/promoted employees is to ensure that the individual selected can satisfactorily fulfill the requirements of the position. It is not part of any disciplinary procedure.

### II. DEFINITIONS

N/A

### III. POLICY

All individuals who are hired into an Administrative, Professional or other support position with the University will undergo a 90 Day Introductory Period. Employees who transfer into a new (non-faculty) position will also be subject to a 90-day Introductory Period applicable to the new position. Employees covered by a collective bargaining agreement who laterally transfer into another position are subject to the conditions as outlined in the appropriate collective bargaining agreement for the new position. (See applicable Collective Bargaining Agreements for policy/procedure.)

### IV. PROCEDURE

Unless otherwise stated in a Collective Bargaining Agreement for job changes, the employee's introductory period starts on the first day of the job (or job change) and lasts for 90 consecutive calendar days. During this time, the employee determines whether or not the position meets his or her expectations, and the supervisor determines whether or not the employee has the knowledge and skills to perform the job expectations. This period is a time for open communication by both the supervisor and employee about performance and conduct that is acceptable and that needs improvement.

#### **Ongoing Coaching and Feedback**

During the employee's entire introductory period, the employee's supervisor will work with the employee to establish clearly defined performance goals; will educate the employee about the competencies of the position; will provide the employee with positive feedback regarding the employee's strengths and progress, will share constructive feedback in reference to any deficiencies observed; and will assess whether the employee's performance meets the expectations of the position..

### **Successful Completion of the Introductory Period**

All supervisors are responsible for completing an Introductory Period Review Form for their new employees. The Office of Human Resources will generate this form and send it to all applicable supervisors on or about their new (or newly transferred) employee's 80<sup>th</sup> day of employment.

At the successful conclusion of the Introductory Period, the form must be signed and dated by both the supervisor and employee and the original returned to the Office of Human Resources. The employee and his or her department each retain a copy of the signed and dated form.

### **Extension of the Introductory Period**

In the event that 90 days is not a sufficient period of time to evaluate the suitability of a new hire or extenuating circumstances occur resulting in excused absences, the Introductory Period may be extended. Such extensions may not exceed 30 calendar days. Supervisors who feel that additional time could result in the employee successfully meeting the performance requirements of the position should take advantage of the extension.

A supervisor's department head must approve the request for an extension at least 5 calendar days prior to the end of the employee's 90-calendar day Introductory Period. To discuss and request an extension of the Introductory Period, supervisors should contact the Vice President of Human Resources. The extension agreement must be in writing and is to be signed by the employee, their supervisor and the Vice President of Human Resources.

During the extended Introductory Period, the supervisor will establish goals with the employee, particularly targeting areas where improvement is needed, record these goals in writing, and will meet regularly with the employee to review progress and provide constructive feedback regarding performance. A second and final Introductory Period evaluation must be completed prior to the end of the extended Introductory Period.

### **Termination of Employment during the Introductory Period**

If deficiencies are identified during the Introductory Period, the supervisor will provide an opportunity for the employee to improve performance, demonstrate competencies, and/or achieve stated goals. If deficiencies are significant or persist throughout the Introductory Period and appear to compromise the employee's ability to successfully perform the job, the supervisor shall take immediate action. Such action may include termination of employment or extension of the Introductory Period. A decision to pursue termination of employment or extension of the Introductory Period must be made in consultation with a representative of the Office of Human Resources.

Individuals who resign or are terminated during or at the conclusion of the Introductory Period are not eligible to be paid for any accrued/awarded unused paid time off.

Successful completion of the Introductory Period does not supersede the at-will employment relationship.