



University of New Haven

Human Resources Policy / Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Probationary Period Policy & Procedure	Administrative Employees	Provide the guidelines associated with the administrative staff's probationary period	7/1/22	Associate Vice President for Human Resources and Organizational Development	1

There is a six-month probationary period for all administrative employees. The probationary period provides the University with an opportunity to evaluate an employee's performance, behavior, and conduct on the job.

Satisfactory completion of the probationary period requires successful and sustained demonstration by the employee that they meet all the standards, requirements, and expectations of the job. While the University understands that employees are learning about their new job during their probationary period, they are still expected to perform satisfactorily, and their performance is closely monitored by the respective supervisor.

If deemed necessary, upon a supervisor's recommendation and approval by the Human Resources Department, the initial probationary period may be extended one time for a minimum of one month to a maximum of three months. The University has no obligation to continue the employment of a probationary employee, to give advance notice of termination to such an employee, or to give specific reasons for its decision in releasing a probationary employee. Also, it should be noted that completion of the period does not guarantee continued employment and does not change the at-will nature of the employment relationship.

In general, an employee is not eligible to apply for other University positions while in their probationary period unless the new position is within the employee's current department and the employee has successfully demonstrated to their existing supervisor that they can handle the duties, challenges, and responsibilities of their current job before applying for another position within the department.

Applicable probationary forms can be found on the HR intranet page and should be utilized for documenting the probationary period employee's performance during this period.

NOTE: Probationary requirements of faculty can be found in the Faculty Handbook. Employees covered by a collective bargaining agreement should consult their respective contracts for information regarding their probationary period.

This document is a summary of a University policy, procedure and/or guideline. All policies, procedures and/or guidelines described herein may be modified or discontinued at any time, for any reason at the University's full and sole discretion. No policy, procedure and/or guideline should be construed as a contract or term or condition of employment between an employee and the University. This policy/procedure is not intended to alter or modify any of the terms of any collective bargaining agreement or the Faculty Handbook.