ORIENTATION PERIOD Policy Number: H.01.05

SCOPE

Staff and Administrators.

PURPOSE

To complete the employee selection process by providing an orientation period of on-the-job experience by which an employee and the University of St. Thomas may evaluate employment suitability in terms of knowledge, skills, ability and interest.

DEFINITIONS

POLICY/PROCEDURE

All non-faculty employees, with the exception of members of Vice Presidents, must serve a six-month orientation period from the date of being hired or transferred into a new position. This period is used to determine the suitability of an employee for a position and to determine whether the employment relationship should continue. If, during the orientation period, the University of St. Thomas determines in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and coaching, the employee will be released immediately. The performance of all new employees is evaluated at least once prior to the end of their orientation period. If, during the orientation period, unsatisfactory performance does not improve, the Associate Vice President of Administrative Services will be advised, and the employee will be released from the University. The University of St. Thomas is committed to ensuring non-discrimination in all terms, conditions and privileges of employment. Reasonable accommodation is available to all employees and applicants, including work site accessibility as long as the accommodation does not cause undue hardship on the University of St. Thomas. Individuals should contact their supervisor, manager, department chair, or the Associate Vice President of Administrative Services concerning an accommodation.

APPROVED: **Dr. Robert Ivany** **Date:** **September 1, 2010**

Effective Date: **September 1, 2010**

Policy Area:	Recruiting
Policy Committee or Task Force:	NA
Date of Formulation:	NA
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