

ORIENTATION PERIOD

I. SCOPE

Staff and Administrators.

II. 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.

III. POLICY

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.

IV. PROCEDURE

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 Director of Human Resources will be advised, and the employee will be released from the University.

All employees, regardless of status or length of service, are considered “at-will” employees.

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Supersedes Policy No. 030 written 7/1/95

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