

Policy on Probationary Period (CAN)

HUMAN RESOURCES

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September 1, 2016

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1, 2019

Supersedes: N/A

Related Policies: N/A

Responsible
Office/Department:
Human Resources
Management

Keywords: probationary
period; probation

I. Purpose and Scope

This policy provides for the Probationary Period for all new employees and re-hires.

This policy does not apply to disciplinary probation.

II. Definitions

For the purposes of this policy:

Probationary Period means the first ninety (90) days of employment or as may be extended consistent with this policy.

III. Policy

a. General

During the Probationary Period, the employee's manager assesses the employee's ability to satisfactorily perform the job responsibilities in a manner consistent with university and department expectations, standards, policies, and procedures. The Probationary Period may be extended with the discretion of the manager for not longer than an additional 90 days, for a total period not to exceed six months. Nothing in this policy alters or changes the status of an employee and completion of the Probationary Period does not guarantee continued employment. There is a continuing expectation that employees will maintain acceptable standards of performance at all times during their employment by the university.

If any employee does not perform at a satisfactory level during the Probationary Period or any extension thereof, the manager, in consultation with Human Resources Management, may

terminate the employee by providing the notice or payment in lieu of notice required by applicable employment standards legislation and continuing benefit coverage for the same period. Such notice or payment in lieu of notice and continued benefit coverage will constitute complete satisfaction of all contractual, statutory and common law notice requirements and there shall be nothing further due and payable in respect of the termination of employment.

During the Probationary Period, employees accrue vacation and may use allotted sick days.

b. Rehires

Former employees who are rehired at the university after a separation of over 13 weeks must complete a new Probationary Period.

IV. Additional Information

N/A

V. Contact Information

HRM Customer Service Center: 617-373-2230; HRMInfo@northeastern.edu