

Northeastern University

HUMAN RESOURCES

Effective Date: April 2, 2014

Date Revised:

Supersedes:

Related Policies:

Responsible

Office/Department: Human
Resources Management

Keywords: probationary
period; probation

Policy on Probationary Period

I. Purpose and Scope

This policy provides for the Probationary Period for all full and part-time benefits eligible employees, employees who transfer or are promoted to a different position, re-hires, and non-faculty employees who are not affiliated with a collective bargaining unit.

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, for all regular full-time or part-time benefits eligible employees.

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 at will 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 of any extension thereof, the manager, in consultation with Human Resources Management, may terminate the employee.

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

b. Transfers, Promotions and Rehires

A new Probationary Period commences when an employee transfers or is promoted to a different position, unless otherwise determined by the department in consultation with Human Resources Management. Should an employee not satisfactorily meet job expectations, the department must confer with Human Resources Management regarding a course of action. This does not apply to a reclassification of an existing position. Former employees who are rehired at the University after a separation of over (90) days must complete a new Probationary Period.

IV. Additional Information

Employees who have yet to successfully complete the Probationary Period are not eligible to use the Employee Grievance Procedure.

V. Contact Information

HRM Customer Service Center: 250 Columbus Place; 617-373-2230; HRMInfo@neu.edu