



## Lehigh University Human Resources Policy

Policy Number:	209
Effective Date:	6/1/2004
Revisions:	
Applicability:	All Exempt and Nonexempt Staff Members

### PROVISIONAL PERIOD OF EMPLOYMENT POLICY

#### **Purpose:**

Policy on provisional periods for new employees and for current employees transferring to other positions

#### **Policy:**

#### ***Introduction***

The first ninety (90) continuous days of employment are considered a provisional period for all new staff members. Supervisors will evaluate performance to determine if it is satisfactory and if continued employment is warranted. Areas evaluated include: accountability for work achievements, quality and quantity of work, attendance, ability to communicate effectively, supporting Lehigh's mission and goals, taking ownership for personal learning and development, and demonstrating creativity and innovation .

#### ***Guidelines***

New staff members and current staff members moving to another position through promotion, transfer, or demotion at the University, are informed of the existence of the provisional period at the time the employment offer is made. A statement about the provisional period is included in the offer letter. Throughout the provisional period, the supervisors are responsible for the following:

- Meeting with the new staff member to communicate job responsibilities
- Discussing performance and if necessary, preparing a plan for improvement
- Determining whether the staff member meets the required standards for continued employment
- Completing the *Provisional Period Progress Report* and discussing comments with the staff member. Human Resources will mail or send electronically a *Provisional Period Progress Report* to the supervisor 4 to 6 weeks prior to the 90-day anniversary date.

#### ***Extension of Provisional Period***

Under special circumstances, a staff member's provisional period may be extended for a specific length of time, usually up to two (2) months, upon the recommendation of the supervisor and the concurrence

of Human Resources. The provisional period for police officers is one year.

***Termination during the Provisional Period***

At any time during the provisional period, after consultation with Human Resources, a staff member's employment relationship with the University may be terminated. The staff member is notified in writing of the effective date of termination. The staff member will be given one (1) week's notice or one (1) week's pay in lieu of notice. Supervisors are responsible for consulting with Human Resources prior to terminating employment during the provisional period.

**Keywords:** Provisional Period, Performance, 90 Days