



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM-5002	Policy Title:	Probationary Period Policy
Effective:	09/1/2018	Responsible Office:	Human Resources
Date Approved:	08/25/2018	Approval:	Executive Vice President and Chief Operating Officer
Replaces Policy Dated:	02/14/2016	Responsible University Official:	Chief Human Resources Officer

SCOPE:

This policy applies to the University of Richmond Employees and all of its Affiliates. As used in this policy, “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:*HRM-5002.1 – Definitions*

Employee
Regular full and part time, temporary and limited term staff.

HRM-5002.2 – Policy

All newly hired, transferred, and promoted employees are required to complete a probationary period of six months. Probationary status does not affect eligibility for enrollment in benefit plans.

The probationary period allows the supervisor time to assess the employee’s qualifications, performance, and general suitability to meet position requirements and standards. It also provides the employee with the

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opportunity to experience the University, the department, and the position and to determine whether the position meets their expectations. During the probationary period, employees are ineligible for transfer or promotion to another position at the University.

During the probationary period, employees who do not meet the requirements of the job may be released at any time, for any reason.

Satisfactory completion of the probationary period does not negate the at-will nature of the employment relationship.

HRM-5002.2 – Roles and Responsibilities

Responsibilities of the Supervisor

Make clear the job responsibilities, performance standards and workplace practices;

Assess employee performance and indicate areas that need improvement;

Determine if the employee should be continued in the position.

RELATED POLICIES:

Employment at Will

POLICY BACKGROUND:

Original policy in existence prior to 2007

Updated February 14, 2016

Reviewed by President's Cabinet prior to approval in August 2018.

POLICY CONTACTS:

Chief Human Resources Officer