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PROBATIONARY PERIOD

## POLICY

# Probationary Period

LAST

REVISED

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ON 12/

2024

**This policy applies to:** All staff in **nonexempt** hourly paid job classifications. (Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.)

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## I. Policy

The purpose of the probationary period is to provide supervisors the opportunity to evaluate a new or transferred employee's ability to acclimate to the organization's culture, to assess general working habits (punctuality, attendance, working relationships, etc.), and to evaluate the employee's ability to meet performance standards. All staff who are newly hired or have transferred from another position within the

## ABOUT THIS POLICY

### Policy Number

169

### Policy Group

Human Resources

### Issuing Authority

Human Resources

### Responsible Officer

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## RELATED POLICIES

### Performance Evaluation

(<https://www.rochester.edu/policies/policy/performance-evaluation/>)

### Transfers and Promotions

(<https://www.rochester.edu/policies/policy/transfers-promotions/>)

### Corrective Discipline

(<https://www.rochester.edu/policies/policy/corrective-discipline/>)

## POLICY KEYWORDS

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