



# SAINT LOUIS UNIVERSITY

## ORIENTATION PERIOD POLICY

**Procedure Number:**

**Version Number:** 3

**Classification:**

**Effective Date:** 08/09/12

**Responsible University Office:** Vice President Human Resources

### 1.0 INTRODUCTION

The University has established specific requirements to help new employees transition into their position and department.

### 2.0 PURPOSE

The goal of this policy is to facilitate the successful on-boarding of new employees and provide a flexible process for separation of individuals who do not meet expectations.

### 3.0 PERSONNEL AFFECTED

This policy applies to all staff of Saint Louis University, with the exception of those with written contracts or collective bargaining agreements.

### 4.0 DEFINITIONS

Not applicable

### 5.0 POLICY

It is the policy of Saint Louis University to have a six-month orientation period for all staff. This period is designed to allow an appropriate orientation, training, and evaluation period for newly hired staff members and current staff members who transfer, or are promoted/demoted to a new position.

### 6.0 RESPONSIBILITIES

Managers are responsible for training and evaluating the abilities and performance of a new employee to determine whether the employee is qualified and is a good fit for the job.

### 7.0 PROCEDURES

An orientation period is a period of time devoted to the development and evaluation of the employee in the new position. It is also a time for the employee to be able to assess his or her aptitude and interest in the job. If, for whatever reason, the University or employee conclude that continued employment is not in their best interests, the relationship may be terminated at any time. Except where specifically stated otherwise in the University's policies, employees required to complete an orientation period have the same benefits as all other Saint Louis University employees.

**Upon hiring a new employee, a supervisor should follow this procedure:**

1. In an initial meeting, the supervisor shall provide the employee with a clear understanding of the duties and expectations of the position. He or she should ensure that the new employee has a copy of the job description. The supervisor should also make clear to the employee the expected level of performance, and give an indication of how and when performance will be evaluated.
2. The supervisor shall provide training, guidance, and feedback, giving the new employee the opportunity to reach the desired level of performance in a timely manner. This means that the supervisor will monitor performance throughout the orientation period, meeting regularly to share feedback on their progress. The supervisor may also assign a senior employee a role in training a new employee.
3. Performance Management policy.. Supervisors should consult with the Human Resources office prior to terminating an employee with unsatisfactory performance.
4. Such performance management and/or disciplinary action should be carefully documented and communicated to the employee with appropriate copies filed with the Human Resources office.
5. During the sixth month, the supervisor should complete a written performance review and discuss it with the employee. The supervisor also must recommend if the employee has successfully completed the orientation period. If the supervisor cannot make that recommendation, then he/she must contact the Human Resources office to discuss what personnel action his supervisory documentation supports. Employees who have completed their orientation period will continue to be covered by the University's policies for staff employees and receive periodic performance evaluations and appraisals.
6. Employees who transfer or are promoted are required to complete a new orientation period. In the event that such an employee is not able to successfully complete the orientation period, the supervisor and the Human Resources office may attempt to place the employee in another position within the University.

7. In normal circumstances, a new employee will not be approved to take vacation during the orientation period. However, there may be occasions when approval may be given. To ensure consistent administration, a written request must be made by the employee to the supervisor who will, , approve or deny the request. This provision does not apply to employees who are transferred or promoted within Saint Louis University who have accrued vacation.

## **8.0 REFERENCES**

Not applicable