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PROBATIONARY PERIOD

POLICY

Probationary Period

LAST

REVISED

ON 12/

2024

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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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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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Performance Evaluation

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

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POLICY KEYWORDS

Conduct

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