



XAVIER UNIVERSITY

The Introductory Period

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

Employees who are newly hired, transferred or rehired are considered to be in an introductory period for the first 90 days in their position. Use of an introductory period in no way alters the at will employment relationship between Xavier University and each employee, whereby either party may terminate the employment relationship at any time, with or without cause and with or without notice.

During the introductory period, the employee learns the job duties and functions, and their supervisor determines whether or not the employee can effectively perform the assigned job duties.

Upon completion of the introductory period, the employee may be placed in continuing status. A supervisor in consultation with the Office of Human Resources may extend the introductory period for no more than 30 days (this option should be used in rare circumstances). Successful completion of the introductory period will not result in salary increase or promotion.

Other applicable policies and/or resources:

Job Posting and Selection
Performance Management Reviews