

February 2012

## 4.301 Initial Review Period

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Initial Review Period</b>  <b>Policy 4.301</b>	
<b>Human Resource Policies</b>		Effective date: <b>February 9, 2012</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
Approved	Chancellor	N/A	February 9, 2012
Revised			
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
University Director of Human Resources	Director of Human Resources	937-769-1375	All Employees, Except Employees in a Recognized Bargaining Unit and Core Faculty or Faculty on One Year Contracts

## I. Introduction and Purpose

The initial review period (“IRP”) is intended to give new employees at Antioch University (“AU” or the “university”) the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. AU uses this IRP to evaluate employee capabilities, work habits, and overall performance. Either the employee or AU may end the employment relationship at will at any time during or after the IRP, as outlined in the annual employment agreement. The following policy applies to all regular full and part-time employees except core faculty, faculty on one-year contracts and those employees in a recognized bargaining unit. Employees in a recognized bargaining unit should refer to the appropriate article of their current contract for further information on this topic.

## **II. Policy**

- A. All new and rehired employees must successfully complete an IRP for the first 90 calendar days after their date of hire or rehire. Employees who terminate university employment must complete an IRP upon their re-employment with the university.
- B. Employees who are promoted or transferred within AU must complete a secondary IRP of 90 calendar days with each reassignment to a new position. In accordance with the Promotion, Transfer, and Reassignment Policy # 4.309, reassigned employees will not be subject to the provisions contained herein and will not be required to serve a secondary IRP.
- C. Any significant absence (5 days or more) will automatically extend the IRP by the length of the absence.
- D. If AU determines that the standard 90 calendar days IRP does not allow sufficient time to thoroughly evaluate the employee's performance for any reason, the IRP may be extended for an additional 30 to 90 calendar days, to be determined by the employee's supervisor in consultation with the Director of the Office of Human Resources ("HR"). Supervisors requesting extensions of the IRP must do so in writing prior to the end of the original 90-day period, specifying the reason for the request to HR. The employee must be advised of the extension and the reasons for it. Such an extension should be communicated to the employee on or before the expiration of the first 90 calendar days of the IRP.

## **III. General Guidelines**

- A. New employees (including promotions and transfers) should be informed of the existence and length of the IRP at the time the offer is made. The IRP should be outlined in the offer letter of agreement.
- B. Supervisors will acquaint new employees during the employee orientation with their position descriptions and evaluation criteria as per the Employee Orientation Policy # 4.303.
- C. Employees may be formally reviewed at any time during or at the conclusion of the IRP. If the supervisor believes that the performance of the employee does not meet expectations and does not merit continued employment, he/she is responsible for submitting a copy of the completed IRP review to HR and the department/unit head at least 10 days before the conclusion of the IRP, but in no event later than the last day of the IRP. The supervisor shall confer with HR about possible termination of employment prior to the expiration of the IRP. If the supervisor believes that the performance of the employee is satisfactory, the IRP review must be submitted to HR within 30 days following the IRP to be included in the employee's evaluation file.
- D. IRP reviews must contain the supervisor and employee signature indicating that the evaluation was received by the employee.

E. In cases of promotions or transfers within AU, employees who, in the sole judgment of management, are not successful in the new position can be removed from that position at any time during the secondary IRP. If this occurs, employees may be allowed to apply for a comparable job for which the employee is qualified, depending on the availability of such positions at that time or any time in the future on a case-by-case basis with no guarantee or expectation of continued employment.

F. During the IRP, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. Employees may also be eligible for other AU-provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information, policies, and plan documents for each specific benefit program for the details on eligibility requirements. Employees may also contact HR.

G. Benefit eligibility and employment status are not changed during the secondary IRP that results from a promotion or transfer within AU.

H. Unless otherwise required by law, employees on IRP are not eligible for a leave of absence; however, in extenuating circumstances, a request for a leave of absence for a period not to exceed 90 calendar days may be granted by the supervisor in consultation with HR and must be documented in writing. If an employee on IRP is granted a leave of absence, the IRP will be extended by the number of days of the leave of absence.

I. If for any reason it is determined that the employee is not suited for the work, they may be terminated by the university without cause; in either case the employment record will bear the notation: "Did not complete the initial review period." In cases of termination, supervisors must consult with HR prior to taking any action. Employees should be notified in writing of the effective date of termination.

J. Terminations during the IRP are not subject to the provisions of the university's Grievance and Conflict Resolution Policy # 4.625 although they may be subject to the Employee Discrimination Complaint Policy # 4.619.

### **Policy Cross References**

Grievance and Conflict Resolution Process	Policy # 4.625
Employee Orientation	Policy # 4.303
Promotion, Transfer, and Reassignment	Policy # 4.309
Re-employment of Former Employees	Policy # 4.213
Discrimination Complaints	Policy # 4.619

### **Forms Cross References**

IRP Evaluation Form	Form # 4.301:01
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