



STAFF EMPLOYMENT MANUAL

Title: 3.0 Employment Practices

Chapter: 3.09 Orientation Status

Issuance Status and Effective Date: July 2011

1. Policy

Orientation status occurs for an established period of time and is defined as an employment relationship between the University and the employee which is provisional pending demonstration and evidence satisfactory to the University that the employee successfully meets the requirements of the job and that his/her performance merits regular employment status. However, successful completion of orientation status does not indicate contractual status.

The University of Hartford retains all rights traditionally associated with the doctrine of employment at will so long as the exercise of these rights does not conflict with any law.

- a. Except as set forth in applicable collective bargaining agreements, all regular full-time and regular part-time employees are placed on orientation status for the first three months of employment.
- b. When an employee successfully completes orientation status, there is no guarantee of continued employment.
- c. The initial orientation period may be extended upon the supervisor's recommendation. Extensions of orientation status require the approval of the Executive Director of HRD or designee, and can be for a minimum of one month to a maximum of three months in duration.
- d. During orientation status, new hires are not eligible for Vacation or Personal Days. They become eligible for these benefits in accordance with the Vacation (Chapter 5.02) and Personal Days Policies (Chapter 5.04).
- e. The standards of progressive discipline do not apply to an employee on orientation status (or any extension thereof).
- f. The University does not undertake any obligation to continue employment or to give specific reasons or accounting for its decision in the release of an employee under orientation status. Requests for dismissal must be approved by the Executive Director of HRD or designee. The employee will not be eligible for the grievance process if terminated during orientation status.
- g. A new employee's performance under orientation status may be informally reviewed as often as the supervisor deems necessary. It is the supervisor's responsibility to complete a formal performance review prior to the completion of the orientation period (See also **6.06, Performance Development**). This form must be returned to HRD upon completion of orientation status and will be retained in the employee's official personnel file.
- h. After the successful completion of orientation status, except where immediate action is deemed to be appropriate, the University may apply the standards of progressive discipline, which are designed to assure each employee impartial treatment (See also **6.08, Progressive Discipline**). However, the University retains the same right an employee has to terminate the employment relationship at any time, for any or no reason, and with or without advance notice.