Workplace Orientation Period
BU-PP 033

Policy:
All regular staff that are newly hired or transferred shall be subject to the university’s workplace orientation period of six continuous months beginning on the first date of employment.

Topics:
Explanation
Communication with supervisor
Performance evaluation
Extending orientation period
Separating employment during orientation period
Completion of orientation period
Transfer & promotion after orientation period

Related policies:
BU-PP 804 — Performance Appraisal Guidelines
BU-PP 806 — Transfer/Promotion
BU-PP 807 — Staff Discipline
BU-PP 833 — Staff Separation

Additional information:
The orientation is not a promise of employment even for the period of orientation. Therefore, the employee remains at-will and can be terminated at anytime without cause.

Contact:
Human Resource Services Office (x2219)

Explanation — The orientation period shall be used for observation of an employee’s work performance by his/her supervisor and to permit the employee time to adjust to the job and working conditions. Throughout this period, the immediate supervisor shall provide any assistance considered necessary to improve performance or facilitate adjustments the employee may need.

Communication with supervisor —
Good communication between a staff member and a supervisor is one of the most important parts of a successful work relationship. Employees who are unsure about how to perform a certain duty and/or who feel they need help or feedback from their supervisors should ask him/her for such assistance.

Performance evaluation —
During the orientation period, the supervisor will notify the employee of any unsatisfactory job performance or conduct issues. It is strongly preferred that this notification be in writing, explaining what is unacceptable and what will need to be done to meet expectations. (See Discipline Policy, BU-PP 807).

Note: Issues of serious misconduct may warrant immediate discharge without written notice (see Discipline Policy, BU-PP 807).

Extending orientation period —
• If a staff member’s performance or conduct is not meeting the expectations set forth by the supervisor at the end of the initial orientation period, the supervisor may choose to extend the orientation period. This allows the supervisor additional time to determine whether the staff
member’s performance or conduct will eventually meet job expectations.

- Supervisors may also extend the orientation period if there has not been sufficient opportunity to evaluate the staff member’s performance for various reasons, e.g., if either the staff member or the supervisor were absent for a significant period of time.
- Extension of the orientation period should not be more than three months.
- Extension of the orientation period does not postpone eligibility for benefits.

**Separation from employment during orientation period —**
If a staff member’s performance or conduct does not improve to a satisfactory level after notice has been, or if there are significant issues of misconduct by the staff member, the supervisor may terminate the employment relationship during the orientation period without further notice (with or without an extension of the orientation period).

*Note:* An employee who is terminated during this period for performance or conduct reasons is ineligible to file a grievance through the university’s grievance process.

**Completion of orientation period —**
Upon successful completion of the orientation period, an employee shall be removed from such status. This is accomplished through completion of an employee performance evaluation (BU-PP 804).

**Transfer & promotion after orientation period —**
- After successful completion of orientation period, employees become eligible to apply for transfer and promotion opportunities as they arise (see Transfer/Promotion Policy, BU-PP 806)
- Generally, staff members are encouraged not to change jobs in their first year of employment. Baylor desires that staff members establish a stable working relationship before seeking other career opportunities within the university.
- Employees who transfer to a new position begin a new orientation period of 180 days.