

Staff Observation Process BU-PP 805

Policy:

Baylor University provides an observation period to allow a staff employee whose job performance or personal conduct is below standards an opportunity for improvement. An employee in observation status can be terminated at any time.

Topics:

Purpose of observation period
Placement in observation status
Salary increases while in observation status
Completion of observation period

Related policies:

BU-PP 804 — Performance Appraisal & Development
BU-PP 822 — Staff Grievance

Additional information:

None

Contact:

Human Resource Services Office (x2219)

Purpose of observation period—

Observation status is intended to:

- make the staff member aware of unsatisfactory job performance or personal conduct and to give him/her a specified period of time in which to improve;
- give the supervisor or department head an opportunity to (1) clarify expectations to the employee for job performance and conduct improvement, and (2) continue to observe the employee's performance and conduct on the job;
- at the end of the observation period, allow the supervisor or department head determine if the employee meets the standards established for the position.

Placement in observation status—

- A staff employee, whose job performance or conduct, in the opinion of the employee's supervisor and the department head, fails to meet the standards established for the position, may be placed in observation status.
- The length of the observation period shall be determined by the department head, but must be at least 30 days.
- The department head shall notify the employee of the observation status by delivering to the employee a copy of a properly completed Baylor University Employee Observation Statement Form (see [BU-PP 805A](#)).
- The department head shall have the employee sign the form, which will then be distributed to the employee, the department head, and the Human Resource Services Office for filing in the employee's permanent personnel file.

Salary Increases while in observation status—

- An employee in observation status is not eligible for any wage/salary increases, transfers or promotions. An employee successfully completing observation status will be considered for, but not assured of, a wage/salary increase if annual wage review were concluded during the period he/she was in observation status.

Completion of observation period—

At the end of the observation period, the department head shall evaluate the employee's performance and ability, to determine if he/she meets the standards established for the position. The evaluation must be documented on an Employee Evaluation Report (EER) in accordance with Baylor's performance evaluation policy ([BU-PP 804](#)).

- An employee receiving a satisfactory performance evaluation is returned to regular employee status.
- An employee receiving an unsatisfactory performance evaluation may be:
 - continued in observation status for an additional specified period of time;
 - transferred to another University position (transfers in this situation will be evaluated on a case-by-case basis); or
 - terminated.

If the employee is terminated, the department head shall advise the employee of the University's grievance process as outlined in [BU-PP 822](#).

Note: All employee separations must first be coordinated with and approved by the Human Resource Services Office.