

New York University

UNIVERSITY POLICIES

Title: Probationary Period Policy – New York, District of Columbia & California
Effective Date: January 18, 2019
Supersedes: October 17, 2016
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy applies to the probationary period for covered employees/positions at New York University in New York, Washington, D.C., and/or California (collectively, “the University”).

To Whom the Policy Applies

This Policy applies to the positions of Administrators and Professionals, and Professional Research Staff at the University (collectively, “covered employees” or “covered positions”). Nothing in this Policy, however, shall be construed to affect or change a covered employee’s at-will status.

Regarding NYU-NY, this Policy does not have any application to University employees or positions covered under a collective bargaining agreement (“CBA”) or other contract; please refer to the applicable CBA/contract for any provisions on probation.

Faculty also are not covered under this Policy, and should consult with the appropriate chairperson or dean and/or refer to the faculty handbook for any applicable policies.

Policy and Procedures

What Is a Probationary Period?

The probationary period for covered employees spans six months from the date of hire. *Note that where a fixed-term employee becomes a non-fixed-term employee in a covered position, the time worked as a fixed-term employee is credited toward the completion of the probationary period. Also note that, upon transfer or promotion to a covered position, University employees who have already completed a probationary period need not complete an additional probationary period.*

The probationary period is a trial period during which time the covered employee’s supervisor considers whether the employee is meeting the standards and expectations of the job and if the University should retain the employee as a “regular” employee.

During the probationary period, the supervisor should evaluate the covered employee’s:

- Ability to learn and perform job duties
- Quality of work

- Productivity
- Work habits
- Cooperation
- Attendance (exclusive of any job-protected time off)
- Punctuality (exclusive of any job-protected time off)
- Other standards and expectations specific to the employee's work situation.

Extension of Probation

If a covered employee's supervisor needs more time to evaluate the performance of the employee due to extraordinary circumstances, the supervisor may request to extend the employee's probationary period if the request is made at least one week in advance of the end of the probationary period and is approved by the AVP of Employee Relations.

Determining If the Employee Passes the Probationary Period

Supervisors are expected to evaluate performance issues during the probationary period consistent with this policy. Supervisors should consult with the appropriate HR Officer/Business Partner for assistance in these matters. As applicable, probationary end date alert reminders will be sent to the appropriate HR Officer/Business Partner at the 3 month and 5 month marks of a covered employee's probationary period.

Where the employee is not meeting the requirements of the job during the probationary period, the employee may be released at any time during the probationary period. ***Note: The covered employee's employment during the probationary period and, if applicable, thereafter is at all times at-will.***

Note: No department should retain a covered employee beyond the last day of the probationary period unless it has received an official extension or the employee has passed probation.