



Human Resources

MEDICAL CENTER HUMAN RESOURCES POLICY NO. 205

- A. SUBJECT: Probationary Period
- B. EFFECTIVE DATE: October 1, 2013 (R)
- C. POLICY:

All new Regular Full Time Staff, Regular Part Time Staff, and Flex Option Staff employees of the Medical Center, except as specified below, will be required to complete a six month probationary period upon initial employment. The probationary period allows both the employee and supervisor to determine suitability for the job. Either the employee or the Medical Center may end the employment relationship at will at any time during the probationary period.

1. Exceptions to this requirement:

Employees who begin employment in a RN Clinician I position will be required to complete a twelve month probationary period in order to meet training/competency requirements.

Regular Full-Time Staff, Regular Part-Time Staff, and Flex Option Staff employees, who were previously employed by the Academic Division of the University of Virginia (Agency 207) and begin employment with the Medical Center without a break in service after satisfactorily completing the Agency 207 probationary period, will not be required to complete the Medical Center Probationary Period.

Former employees who are rehired by the Medical Center must complete a new probationary period, with the exception of employees who are displaced due to a Reduction in Force ([See Medical Center Human Resources Policy No. 407 "Reduction in Force"](#)) and rehired during their severance payment period.

2. Failure to Complete the Probationary Period:

If the supervisor concludes that the employee does not possess the skills, knowledge, attitude, work habits or, is generally not appropriate for continued employment in a position, employment may be terminated at any time during the probationary period. If no misconduct is involved, the employee may elect to resign in lieu of any termination action. Employees in their probationary period do not have access to the State Grievance Procedure (See Commonwealth of Virginia Grievance Procedure at <http://www.dhrm.virginia.gov/employmentdisputeresolution.html>). *Supervisors must consult with Human Resources prior to terminating the employee.*

(SUBJECT: Probationary Period)

3. Progressive Performance Counseling not applicable during Probationary Period

During the probationary period, an employee is not entitled to progressive performance counseling as defined in [Medical Center Human Resources Policy No. 701 “Employee Standards of Performance and Conduct”](#). However, supervisors are expected to provide constructive feedback to employees during their probationary period as referenced in Section 3 above.

This policy does not apply to Management employees.

D. PROCEDURE

1. Performance Plan

Within the first two weeks of initial employment, or as soon as practicable, the employee and the supervisor will meet to review the job description and competency documents specific to the employee’s position, and clarify performance expectations for the position. The employee and supervisor also discuss and document specific goals and objectives, and create a plan for developing any skills that are critical to accomplishing goals, objectives, performance factors and/or results.

2. Performance Feedback during Probationary Period:

Throughout the probationary period and as part of the “Onboarding” process, the supervisor shall observe and monitor performance, provide timely feedback, and discuss any areas of unsatisfactory performance. Employees should also regularly seek advice, counsel and feedback on their performance from their supervisor and peers.

3. Extension of Probationary Period:

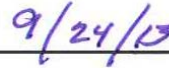
Time spent on a leave of absence with or without pay of fourteen (14) consecutive days or more will extend the probationary period by the equivalent amount of time. Supervisors may request an extension of the probationary period for up to three additional months for extenuating circumstances such as unresolved competency or performance issues, a new supervisor, or a change in position or duties. However, the total probationary period may not exceed nine months (fifteen months for RN Clinician I), excluding periods of leave as detailed above. The reasons for requesting an extended probation must be documented by the supervisor on the Probationary Extension Form and the request must be approved two weeks in advance of the last day of the employee’s initial six month probation. Any extension requires approval from both the area Administrator and Employee Relations. The employee must be notified in writing of the probationary period extension. The notice shall provide specific information about performance expectations, the reasons for the extension, and the period for which probation is extended.

(SUBJECT: Probationary Period)

SIGNATURE:

A handwritten signature in blue ink, appearing to read "R. Edward Howell", is written above a solid horizontal line.

R. Edward Howell, CEO, UVA Medical Center

A handwritten date "9/24/13" in blue ink is written above a solid horizontal line.

DATE:

Medical Center Human Resources Policy No. 205 (R)

Approved October 4, 1998

Revised: March 2002, September 2004, November 2007, December 2010, September 2012,
September 2013

Approved by Chief Human Resources Officer

Approved by Medical Center Administration