

3.264 RCUH Probationary Period

I. Policy

The RCUH probationary period is a formal evaluation period of a regular and non-regular status new hire or employee selected for a new job (with the same or different project/Principal Investigator). This period is used to determine an employee's competence and ability to perform the duties and responsibilities of their job. Unsatisfactory performance during the probationary period may lead to termination of employment.

II. Responsibilities

A. RCUH Employee

1. Complete and view NHO video upon first day of work (or shortly after).
2. Produce or fulfill the required post-offer requirements as indicated on the job description by the specified deadlines.
3. Perform the duties of your position in a satisfactorily manner.

B. Principal Investigator/Designee

1. Ensure the new hire's attendance at the new hire orientation.
2. Manage staff performance. Provide training, feedback, coaching, and counseling, and review performance on a regular basis.
3. **Follow procedures** if placing an employee on a performance probation status, extending an employee's probationary period, or terminating employment.

III. Applications

This policy applies to all RCUH regular and non-regular status employees regardless of FTE.

IV. Details of Policy

A. The RCUH Employs Three (3) Types of Probationary Periods

1. Twelve (12)-Month New Hire Probation Period: Defined as the first twelve (12) months of continuous active employment. This provides a reasonable time for the new employee to demonstrate his/her ability to satisfactorily perform the duties of the position (no extensions allowed beyond the twelve (12)-month new hire probation period). Probationary employees are at-will employees and may be terminated from employment within the probationary period. See Policy 3.285 Termination of Employment for more information.
2. New Job Probation Period: An RCUH employee selected for a new job (with the same or different project/Principal Investigator), will be placed on a new job-

- probation period for a period of twelve (12) months (no extensions allowed beyond the twelve (12)-month new job probation period). The RCUH employee must demonstrate he/she is able to perform the duties of the new job in a satisfactory manner. Employees wishing to return to their former position must re-apply through an open competitive recruitment, provided there is a recruitment for the position.
3. **Performance Probation:** As needed, an employee may be placed on a performance probation period (for further details refer to Policy 3.420 Corrective and Disciplinary Action). This type of probation is intended to place an employee on notice of his/her performance problems that must be corrected within a specific length of time. Performance probation shall not have any effect on vacation and sick-leave benefits.
- B. When an Employee Is Absent During the Probation Period** – Excessive absences during the probationary period may result in the employee’s termination.

V. Procedures

- A. Requirements to Pass Twelve (12)-Month New Hire Probation Period** – Additional requirements must be met in order for an employee to successfully pass the twelve (12)-month new hire probationary period:
1. **New Hire Orientation (NHO) Is a Requirement to Pass Probation:** The New Hire Orientation must be completed within the twelve (12)-month new hire probation period. Failure to complete the NHO within the twelve (12)-month new hire probationary period may result in termination of employment.
 2. **Compliance With Post-Offer Employment Conditions Is a Requirement to Pass Probation:** Any requirements (i.e., driver’s license, tuberculosis clearance, training, etc.) imposed as a condition of employment at the time of hire must be completed/submitted as stated in the employee’s job description. Failure to meet the post-offer employment condition(s) by the stated deadline may result in failure to pass new hire/job probation period and/or placement on a leave without pay status until the requirement is met, or may result in termination of employment.
- B. Requests for Termination or Placement on Performance-Probation Status** – If performance standards are not being met by the employee, a Principal Investigator may request to terminate a probationary employee or place the employee on a performance-probation status. These requests must be reviewed and approved by the RCUH Director of Human Resources prior to issuance. Principal Investigators must submit a written memo, a copy of the performance evaluation form, and other supporting justification to the RCUH Director of Human Resources.

VI. Contact

RCUH Employment: (808) 956-3100
rcuh_employment@rcuh.com

VII. Relevant Documents

[Policy 3.005 New Hire Orientation](#)

[Policy 3.285 RCUH Termination of Employment](#)

[Policy 3.420 RCUH Adverse Corrective Action Policy](#)

Date Revised: 04/19/1996, 12/23/2003, 01/03/2005, 09/01/2005, 04/04/2007, 04/05/2007, 05/01/2011, 08/09/2013, 12/31/2013, 02/24/2015, 04/12/2017, 08/08/2017