



**MOLLOY
UNIVERSITY**

Policy # HR.409
Probationary Period
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 07/01/2022
Effective Date: 07/01/2022
Scope: Non-Faculty Employees
Last Revised: 07/01/2014
Last Reviewed: 07/01/2022

PROBATIONARY PERIOD

The University requires that all employees satisfy a probationary period. During this time, it will be determined whether the new employee has the skills and abilities needed to make an effective contribution to the University. Continued employment is contingent upon the satisfactory completion of this probationary period. Termination by the University, with or without notice or cause, may be made at any time during the probationary period. Completion of any probationary period in no way entitles the employee to employment of any fixed duration. All employees are "at-will" and can be terminated at any time for any reason or no reason at all, except as prohibited by law.

The probationary period for non-exempt employees is the first three (3) months of full-time or part-time employment as a new hire or in a new position due to an internal promotion or transfer. Exempt administrators serve a probationary period of six (6) months from the effective date of employment as a new hire or in a new position due to an internal promotion or transfer.

Satisfactory completion of the probationary period will be demonstrated by a written performance evaluation by the employee's supervisor.