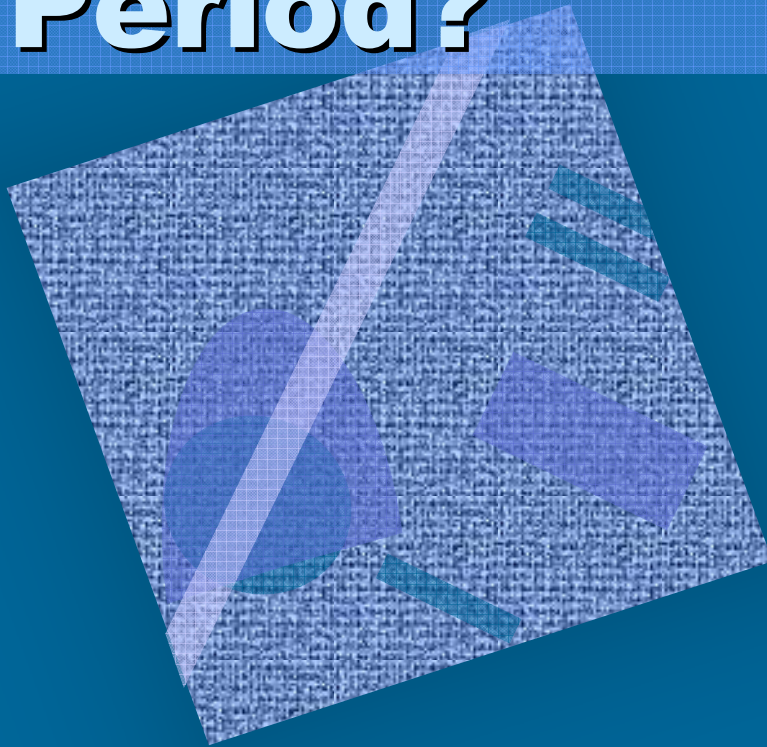
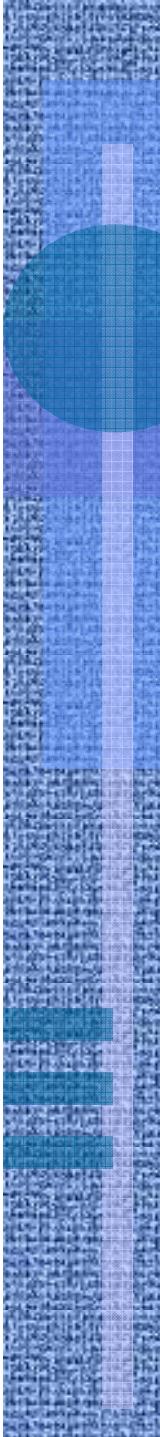


What is the Probationary Period?



>

EXIT



If you are a regular full-time employee, your probationary period is 90 calendar days, except as defined by Collective Bargaining Agreement.


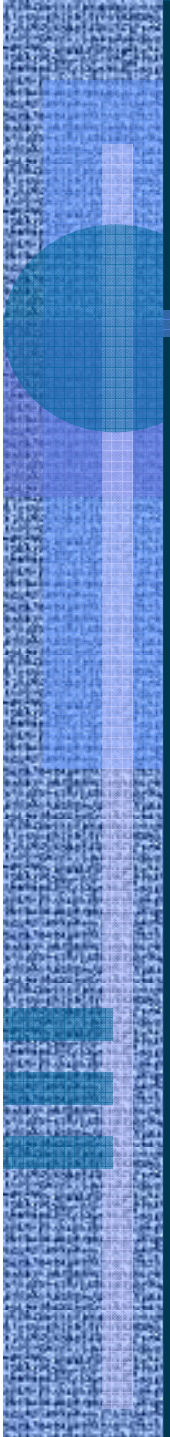


EXIT

If you are a regular part-time employee, your probationary period is six months.




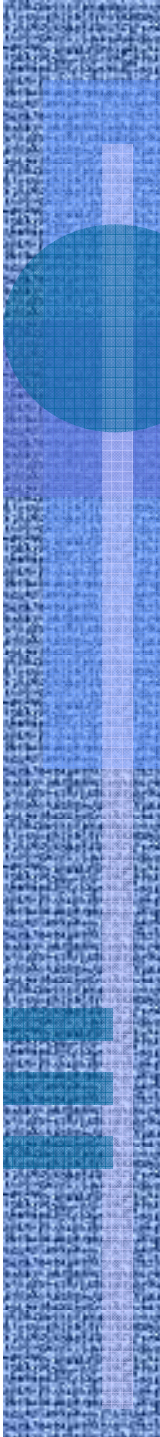
EXIT



If you are absent during this time, your probationary period will be extended by adding the total number of absent days to the required time.



EXIT



In cases of questionable performance, the department head may extend the probationary period by up to an additional 90 calendar days. (This notification must be given before the completion of the initial probationary period. It is recommended that the employee be notified in writing or agreed to by the Collective Bargaining Unit in the case of Union employees.)



EXIT

During the probationary period it is also recommended that periodic employee performance appraisals be prepared and discussed.



EXIT

At any time during an employee's probationary period, they may be terminated for any reason.



EXIT

Continuation of employment after satisfactory completion of a new employee's probationary period should in no way be interpreted to mean that the University has contracted to offer the employee a lifetime or otherwise specified term position.



EXIT

It is intended to suggest only that an employee who performs satisfactorily during this period has met the minimum performance expectations set by his or her supervisor and department.



EXIT

The employee will continue to receive periodic performance evaluations as outlined by his or her supervisor and department head. Jefferson still maintains the right to terminate any employee at any time.



EXIT

For further information and clarification, please contact:

Employee Relations
Thomas Jefferson University
Suite 900, 833 Chestnut Street
Philadelphia, PA 19107
215-503-7758