



**HUMAN RESOURCES POLICY**

<b>SUBJECT:</b>	Employment & Related Matters	<b>TITLE:</b>	Introductory Period for Confidential Staff		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>Presidential</b> <input type="checkbox"/>	<b>Functional</b> <input checked="" type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	<b>Vice President Human Resources</b>		<b>Responsible Office:</b>	Human Resources	
<b>CODING:</b>	30-01-20-30:10	<b>ADOPTED:</b>	9/01/98	<b>AMENDED:</b>	10-04-2010
			<b>LAST REVIEWED: 10-04-2010</b>		

**PURPOSE:** To set policy regarding the serving of an introductory period for confidential staff members who are newly hired, transferred, or promoted into a regular "confidential" position.

**RESPONSIBILITY:** The Vice President for Human Resources is to ensure compliance with this policy.

**APPLICABILITY:** This policy applies to staff only (non-faculty).

**DEFINITION:** Confidential staff members are at-will employees serving in union eligible titles that have been excluded from union coverage due to their confidential job duties, as same relate to labor relations matters, as defined by the New Jersey Public Employment Relations Commission (PERC).

**POLICY:**

**New Hire Introductory Period**

Newly hired confidential staff members for regular full or part-time positions must satisfactorily complete an introductory period. The length of this period is one hundred eighty (180) calendar days. The introductory period may be extended an additional ninety (90) calendar days.

**Transfer or Promotion Introductory Period**

A regular full or part-time staff member who is transferred or promoted into a confidential position must serve a one hundred eighty (180) calendar day introductory period which may be extended an additional ninety (90) calendar days. Such confidential staff member who fails to satisfactorily complete the introductory period, or extended introductory period, will be allowed to return to his/her former position, if available, and if that position was vacated in good standing.

If the previous position is not available, the staff member may apply for vacant positions for which he/she qualifies. If no position exists or if the staff member is not able to secure another position within two (2) weeks of being notified that he/she is not being retained in the confidential position, the staff member will be terminated. He/she may apply for rehire to the University as appropriate vacancies develop.

The introductory period for either a new hire, transferred, or promoted staff member should only be extended when circumstances beyond the staff member's control prevents the department from properly evaluating attendance, conduct, or performance. The introductory period should not be extended when the staff member has exhibited poor attendance and/or improper behavior or has given an indication of not being able to achieve satisfactory performance even if given more time.

Confidential staff members are not eligible to bid on vacant positions during this introductory period and must remain in the new position for a minimum of six (6) months prior to bidding on another position.

Newly hired regular confidential staff members (including staff members who were temporary and are now serving an introductory period in a regular position) may be terminated at any time during the introductory period in accordance with Human Resources Policy 30-01-50-75 "Terms of Employment" after departments confer with the campus Labor Relations Coordinator. Nothing in this policy is intended to change the at-will status of confidential staff members.

#### **PROCEDURE:**

Prior to the expiration of the initial introductory period, an Introductory Period Assessment for Confidential Staff form must be completed and sent to Human Resources Data Administration, indicating one of the following: (1) the staff member has satisfactorily completed the introductory period; or (2) has failed the introductory period or (3) the introductory period is being extended. If the introductory period is being extended, or if the staff member is failing the introductory period, the department must consult with the campus Labor Relations Coordinator prior to taking such action.

The supervisor should meet with the staff member to discuss the staff member's strengths and weaknesses observed during the introductory period prior to a decision being made concerning successful completion of the introductory period.

By direction of the President:

Vice President for Human Resources