

 BROWN	Probationary Periods SOP	SOP 08.20.01
		Effective Date: February 21, 2020

1.0 Standard Operating Procedure (SOP) Purpose

The purpose of this SOP is to define the process of completing probationary appraisals.

2.0 SOP

A probationary period is a set amount of time that provides an opportunity for both employees and supervisors to assess how well the employment relationship is working.

2.1 Processing

University Human Resources will launch a Probationary Appraisal form to the supervisor the month prior to the expiration of the probationary period. The supervisor must complete the probationary appraisal form prior to the end of the probationary period.

Supervisors must discuss with University Human Resources, in advance of the probationary period end date, a decision to extend a probationary period or to terminate employment during the probationary period. Employees must be informed in advance of the expiration of the probationary period if their probationary status will be extended or if employment will not be continued.

Completed Probationary Appraisal forms will be stored in the employee's Workday record. If a Probationary Appraisal form is not completed by the supervisor prior to the probationary period end date, the employee will be considered to have successfully completed the probationary period.

Completion of the probationary period does not entitle an employee to remain employed by Brown for any definite period of time. Both the employee and Brown are free, at any time, with or without notice and with or without cause, to end the employment relationship.

3.0 Definitions

For the purpose of this SOP, the term below has the following definition:

Workday: Brown University's system of record.

4.0 Responsibilities

All individuals to whom this SOP applies are responsible for becoming familiar with and following this SOP. University supervisors are responsible for promoting the understanding of this SOP and for taking appropriate steps to help ensure compliance with it.

5.0 Related Information

This SOP is not a legal document. This SOP does not confer a term of employment, nor is the language intended to establish a contract of employment, express or implied, between any employee and Brown University. The University reserves the right to change, amend or terminate any of its human resources policies or SOPs at any time for any reason.

The following information compliments and supplements this document. The information is intended to help explain this SOP and is not an all-inclusive list of policies, procedures, laws and requirements.

5.1 Related University Policies:

- Probationary Periods
- Employee Relations

5.2 Related SOPs: N/A

5.3 Related Forms:

- Probationary Appraisal Form

5.4 Frequently Asked Questions (FAQs): N/A

5.5 Other Related Information: N/A

6.0 SOP Owner and Contact

6.1 **SOP Owner:** Vice President for Human Resources

6.2 **SOP Approved by:** Vice President for Human Resources

6.3 **Contact Information:** Director, Recruitment and Staffing Operations

- Telephone: 401-863-1785
- Email: employment@Brown.edu

7.0 SOP History

7.1 **SOP Effective Date:** February 21, 2020

7.2 **SOP Last Reviewed:** May 8, 2020

7.3 **SOP Update/Review Summary:** SOP disclaimer notice added in section 5.0 on May 8, 2020. SOP footer removed on June 19, 2020.