



Administrative  
 Departmental

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**Responsible Department**      Human Resources

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**Post Date:** 08/18/10

**POLICY TITLE:**  
Introductory Period of Employment

**SUMMARY & PURPOSE:**  
To establish guidelines and procedures for the Introductory Period of Employment of newly hired and rehired employees.

**POLICY:**  
The first 90 days of all newly hired and rehired Baptist Health South Florida employees shall be an Introductory Period of Employment. This period of time is an opportunity for the new or rehired employee to adjust to his/her new position. It is also an opportunity for his/her leader to observe and evaluate the employee's work performance and determine the suitability of the individual for continued employment with Baptist Health.

**SCOPE/APPLICABILITY:**  
Applies to all newly hired and rehired Baptist Health South Florida employees.

- PROCEDURES TO ENSURE COMPLIANCE:**
1. Upon hire and rehire, all employees will be provided a copy of the Notice of Introductory Period (Attachment) for review and signature. The signed Notice shall become part of the employee's personnel file.
  2. During the Introductory Period, the employee's leader or designee will evaluate the individual's performance.
    - a. Attachment (Topics for Baptist Health South Florida Employees to Become Familiar with During their Introductory Period) lists topics which should be reviewed and discussed with employees during the Introductory Period.

All references to Policies must go to the BHSF Master Copy on the BHSF Intranet; do not rely on other versions / copies of the Policy.

- b. During the Introductory Period the leader is not required to utilize the procedures set forth in the BHSF Administrative HR Policy 5350 Corrective Action to outline and document performance improvement.
  - c. Leaders may use the Introductory/Interim Progress Review tool (Attachment) to evaluate and assess the employee's performance and conduct during the Introductory Period.
3. If during the Introductory Period, it is determined that the employee is not meeting, or is not likely to meet the performance and/or behavior/conduct requirements of the position, termination may occur at any time during the Introductory period. Prior to terminating the employment of any new employee during the Introductory Period, the employee's supervisor must consult with Human Resources to review the employee's performance and/or behavior/conduct to evaluate the appropriateness of the proposed termination.
  4. During the Introductory Period, employees are ineligible to use the BHSF Administrative Human Resources Policy 5200 Resolution of Grievance and procedures.
  5. During the Introductory Period, employees may be eligible for a Leave of Absence.
  6. The BHSF Administrative Human Resources Policy 3800 Paid Time Off (PTO) and procedures shall apply to the payment of unused PTO hours for any employee whose employment is terminated during the Introductory Period.
  7. Successful completion of the Introductory Period does not create a promise or guarantee of continued employment with Baptist Health. Employment at Baptist Health is employment at-will, which means that either Baptist Health or the employee may terminate employment with or without cause, at any time, for any reason.

**SUPPORTING/REFERENCE DOCUMENTATION:**

- N/A

**RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:**

- Attachment A: Acknowledgement of Introductory Period
- Attachment B: Topics for Baptist Health South Florida Employees to Become Familiar with During their Introductory Period
- Attachment C: Introductory Period Progress Review
- BHSF Administrative HR Policy 3410 Medical Leave of Absence Non-FMLA
- BHSF Administrative HR Policy 3425 Personal Leave of Absence
- BHSF Administrative HR Policy 3800 Paid Time Off
- BHSF Administrative HR Policy 5600 Termination of Employment

**ENFORCEMENT & SANCTIONS:**

Violation of this policy may lead to disciplinary action, up to and including termination.