Introductory Period

Non-Exempt (Hourly) Staff
There is a three (3) month introductory period for all new non-exempt employees or employees in a new position on campus. This period provides for job adjustment and an opportunity for both the employee and the supervisor to determine whether or not to continue the employment relationship.

Exempt (Salaried) Staff Administration:
There is a six (6) month introductory period for all new administrative personnel or administrative personnel in a new position on campus. This period provides for job adjustment and an opportunity for an employee and the University to determine whether or not to continue the employment relationship.

The introductory period for non-exempt and exempt staff may be extended if it is determined by a supervisor and the Vice President for Human Resources that more time is needed to evaluate an employee’s performance.

Prior to the expiration of the introductory period, a supervisor will evaluate the new employee’s performance and complete an evaluation form that is forwarded to the Director of Human Resources. A decision will be made as to whether employment at WPI will continue.

Paid time is awarded after successful completion of the introductory period.

Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change of the nature the “at-will” employment relationship.