I. General Policy

This policy applies to all Rice University Staff.

Rice University requires each staff member (other than temporary employees who are not eligible for benefits) to complete a period of "on-the-job" orientation. This probationary period provides an opportunity for the individual and the supervisor to assess suitability for, interest in, and performance of the position duties. It is also a period of adjustment to the requirements of the job and the University. At any time during this period either party may terminate employment without notice. Employment at Rice University is an "at will" relationship; either the employee or the employer may dissolve the employment relationship at any time, with or without cause, and with or without notice.

For new staff members, the first six-months of employment at Rice University is a probationary period. Staff members who transfer to new positions also must complete a six-month probationary period. If the adjustment is not satisfactory, the individual may be returned to his or her previous position or a similar position, if either is available and circumstances so warrant.

II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official: Vice President for Administration
Key Office: Human Resources

See also:
Employment Policy
Transfer Policy

Policy History
Clerical Change: January 25, 2018