

# EMPLOYMENT

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## EMPLOYEE RELATIONS

New York Medical College is interested in the welfare of its employees and promotes a working environment that meets personal, professional and organizational goals. The College is committed to providing a fair and equitable salary, competitive benefits, good working conditions, and opportunity for growth.

Each staff member is encouraged to communicate any job-related concerns directly to his/her supervisor. In the event further resolution is required, Human Resources is available to discuss difficulties that have not been resolved on a departmental level.

The Faculty Constitution and By-laws should be utilized by faculty in order to resolve issues relating to their employment.

Members of a Collective Bargaining Unit should refer to their Union Contract for details on the Grievance Procedure.

## EMPLOYMENT OPPORTUNITIES/JOB POSTINGS

New York Medical College has a job posting policy that provides employees the opportunity to be considered for positions within the College. Union and non-union positions are posted weekly at several locations in Valhalla (Administration Building, Basic Sciences Building, Vosburgh and Munger Pavilions, Behavioral Health Center) and at Affiliation offices.

If you are interested in any posted positions, you should contact the person designated on the posting to discuss the position. If it is determined that your qualifications meet the job requirements, your resume will be forwarded to the hiring department. If the position is offered to you, the change of status will take place as agreed upon by the departments involved, including start date and the disposition of any accrued vacation.

Positions covered under a bargaining unit agreement must be posted for at least 3 days before any non-union members can be interviewed for the position. Union offices will be notified of all union vacancies.

## **PROBATIONARY PERIOD**

The first 90 calendar days of employment (excluding time lost for sickness and other absences) is considered the probationary period for all nonexempt, non-faculty employees and the first 180 days for exempt employees. This time is intended to be a period of learning and adjustment to your work environment. It allows your supervisor the opportunity to evaluate your job performance and your ability to relate to your co-workers. During this period, if you find the position unsatisfactory, you may resign without notice. And likewise, the department may terminate your employment without advance notice.

Union represented employees are subject to the specific probationary periods of their respective collective bargaining agreements. Such employees who successfully complete the probationary period receive a salary increase and are eligible for benefits.

Successful completion of the probationary period does not in anyway constitute an employment contract with the College.