



PROBATION, SUSPENSION AND TERMINATION POLICY FOR POSTDOCTORAL TRAINEES

The Johns Hopkins University School of Medicine (JHU) recognizes the prerogative of the Principal Investigator to appoint and to terminate Postdoctoral Trainees. It is the policy of Johns Hopkins Medicine to employ procedural fairness in all matters which may lead to probation, suspension or termination of Postdoctoral Trainees. In the interests of all concerned parties the following procedure is to be followed whenever a Postdoctoral Trainee's performance or conduct requires that action be taken under this policy:

Procedure:

1. In advance of formal academic or disciplinary action, including termination, when possible, the Principal Investigator should have written documentation of the date and nature of all verbal warnings and other communications given to Postdoctoral Trainees whose performance or conduct fails to meet expected standards. The Principal Investigator should give verbal warnings to individual Postdoctoral Trainees in the presence of at least one other individual, when possible. Principal Investigators are expected to provide appropriate counseling to Postdoctoral Trainees whose performance is less than satisfactory. Written notice of early termination due to unsatisfactory performance or conduct shall be no less than four (4) months. However, if the primary reason(s) for probation, suspension, or termination occurs within the four (4) months prior to the end of the Postdoctoral Trainee's current agreement and/or is based upon misconduct or cause, prior procedural review and the notice requirement may be waived with the approval of the Associate Dean for Postdoctoral Affairs.
2. The Principal Investigator shall inform the Associate Dean for Postdoctoral Affairs whenever a Postdoctoral Trainee is to be placed on probation, suspended, or terminated. A written statement describing the problem, any warnings issued, and the proposed resolution (i.e., probation, suspension, or termination) will be provided. Before taking final action, the Principal Investigator shall first confer with the Associate Dean for Postdoctoral Affairs before informing the Postdoctoral Trainee of the decision.
3. The Principal Investigator must provide a specific statement to the Postdoctoral Trainee as to the action to be taken, if any, (i.e., probation, suspension or termination), effect on salary and fringe benefits, and training certification.
 - A. In cases of termination, salary and fringe benefits will terminate as of the effective date. In some cases, health insurance coverage may be maintained under COBRA options so as to provide continuous health care insurance coverage, in which case the Postdoctoral Trainee is responsible for all premiums.

B. A suspension may be imposed with or without pay. Health insurance coverage may be continued during the period of suspension. The Postdoctoral Trainee suspended without pay will be responsible for the full premium of the health insurance during the suspension period.

5. Written decisions should preferably be hand-delivered to the Postdoctoral Trainee at a meeting informing him or her of the decision, or sent by overnight delivery service to the Postdoctoral Trainee is also acceptable.

6. The Postdoctoral Trainee may appeal an adverse decision to the Dean of the School of Medicine by notifying him/her in writing within 7 days of the decision. The Dean's review will be limited to review of whether the procedures set forth in this policy were followed and his/her decision will be final.