

EP- 6: New Employee Processing, Orientation and Probationary Period

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SECTION I – POLICY

1. PROCESSING OF NEW EMPLOYEES AND ORIENTATION:

It is our policy to provide a planned orientation program for all new employees. This program will provide for in-processing, necessary for bringing a new employee on board as well as helping the new employee feel at home, a part of the team, and to provide information concerning what the organization expects of him.

2. PROBATIONARY PERIOD:

All new employees will be in a probationary period for 1 year or less. This period allows supervisors time to evaluate each new employee's adjustment to and ability to perform the job. The probationary period is not a guarantee of employment for 1 year.

- a. The probationary period will be used to identify and eliminate unsuitable employees.
- b. At the end of the period, the rating supervisor will complete a formal evaluation. If the probationary employee receives a Meets Expectations rating or above, then the employee will be regular status.
- c. If the probationary employee receives a Below Expectations rating, a three (3) month extension of the probationary status **may** be granted. The extension will be based on the supervisor's and the department head's judgement that the employee can improve in deficient areas.

A subsequent Below Expectations rating at the completion of the extended time will result in termination of the employee.

- d. If the probationary employee receives a Substantially Below Expectations rating, the employee will be terminated.

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