

NEW EMPLOYEE PROBATIONARY PERIOD

PURPOSE

To complete the new employee selection process by providing a probationary period of on-the-job work experience by which the new employee and the Agency may evaluate employment suitability in terms of knowledge, skill, ability and interest.

SCOPE

This policy applies to all The Center for Family and Child Enrichment positions.

POLICY

New employees will serve a probationary period of 6 months. This period is used to determine whether the employment relationship should continue. During the probationary period, frequent employee performance evaluations will be conducted. At the end of the period the employee's performance is evaluated in writing. If it is satisfactory, he/she may become a regular employee and enjoy all the protection of these personnel practices. During the probationary period, if the Agency determines in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and coaching, employees in probationary status will be released immediately, without any right to appeal. Termination without prejudice may occur at any time at the request of the employee or the employer and is indicated in writing. .

PROCEDURE

Department Supervisors will be responsible for the training and evaluation during the employee probationary period.

Performance appraisals will be conducted at 90 *and* 180 days and one year during initial employment; and (1) year intervals thereafter. Informal coaching and feedback is to be provided daily, or as indicated, including during weekly scheduled individual conferences.

Upon satisfactory completion of the probationary period employees will move to permanent status and are subject to the standard performance appraisal process and other Agency policies.

If during the probationary period unsatisfactory performance does not improve, the CEO will be advised and the employee may be released from the Agency or have the probationary period extended.

All employees, regardless of status or length of service, are required to meet and maintain Agency standards for job performance and behavior.