

# Probationary Period Policy

## **Purpose**

The company endeavors to find the best employees through its comprehensive hiring practices. However, the company realizes that even with the best of intentions, the employee and the company may not be a match. The company provides a period of time for the employee and the company to evaluate the employment relationship.

## **Policy**

All new full- and part-time employees (except seasonal, temporary, or contract employees) are hired under a 90-day probationary period. During this period, the employee's direct manager will work closely with the employee on all aspects of their training and help them in assuming the full responsibilities of the position. The employee's supervisor may offer advice and counseling when a problem becomes apparent but is not required to do so. If an employee and their supervisor cannot resolve some area of dissatisfaction during the introductory period, either party may terminate the employment relationship without prior notice.

## **Employee Responsibilities**

New employees are encouraged to review the benefit descriptions and policies before making any plans to access any benefits during this period. Some benefits that the employee would otherwise be eligible for may not be available to the employee during the probationary period. The employee should also use this time to determine whether or not the position meets his or her expectations.

## **Company Responsibilities**

Similarly, the company will use the period to determine whether or not the employee has the knowledge and skills necessary to ultimately perform the job satisfactorily and is a "good fit" for his or her work unit. The company also expects that new hires will use the time to become familiar with other relevant information about the company and its policies.

## **Former Employees**

Employees who are being rehired after having left employment with the company may be required to satisfy another probationary period. Any returning employee whose last day of employment was more than five (5) years previous to the rehire date will be subject to the probationary period. However, the company reserves the right to require a probationary period for any rehired employee, regardless of the interval, at its sole discretion.

If the rehired employee left the company as the result of a layoff, job elimination, or other reason for which he or she was not responsible and was otherwise performing at an acceptable level as demonstrated by periodic reviews, the probationary period can be shortened or waived entirely by the appropriate Human Resource representative with approval from the hiring manager.

## **Terms of Employment**

After the successful completion of the introductory period, unless otherwise prohibited by law, employment with the company is considered to be "at will". Either party may terminate the employment relationship at any time, for any reason or no reason at all, with or without cause.

Policy approved by:

Date: