

PEOPLE'S PLACE

Probation Policy

Approved By: Board of Directors
Review/Revision Date: 10/01/2008

I. PURPOSE

The purpose of this policy is to ensure that employees consistently demonstrate satisfactory performance of the assigned job duties.

II. POLICY STATEMENT

It is the policy of People's Place to utilize the probation period to evaluate the employee's performance and to determine whether continued employment is appropriate.

III. APPLICATION

This policy applies to all People's Place staff.

IV. DEFINITIONS

Probation – a 90 day period of time during which an employee becomes familiar with all aspects of their position and both the employee and People's Place determines if the job is the right fit. Probation consists of a review of the employee's job description and performance objectives, supervisory relationship and expectations and policies and procedures. All employment is at-will both during and after the probationary period, which means that either the employee or People's Place may terminate the employment relationship at any time, with or without cause.

New Position- change of job title with new responsibilities.

V. STANDARDS

- A. All new employees will undergo a 90-day probation period as a condition of employment.
- B. All current employees will undergo a 90-day probation period upon placement in a new position.
- C. Any employee performing less than satisfactorily may be put on disciplinary probation.
- D. During both the initial probation period and/or a disciplinary probation period, supervisors will give employees ongoing feedback regarding their performance. This may include, but is not limited to, quality and quantity of work, adaptability, attitude and attendance.
- E. The probation period may be extended beyond 90 days at the discretion of the supervisor upon written approval of the Executive Director or designee.

VI. PROCEDURES

Individual Responsible

Action

Supervisor

1. Ensures employee becomes familiar with job description, performance objectives, policies and procedures.
2. Provides ongoing feedback to employee during probation period. If a performance issue arises provide written and signed feedback that includes performance issue(s) and an action plan to rectify the issue(s) and forward to personnel file.
3. Evaluates employee performance using the standard employee evaluation form. If performance is not satisfactory, decides to terminate employee or extend probation period, upon written approval of Executive Director. If performance is satisfactory at end of probation period, recommends continued employment.

Executive Director

1. Approves or disapproves recommendations to terminate employees or extend probation periods.

VII. REFERENCE

Evaluation Form