

## Policy & Procedure

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Policy Title: Introductory Period

Policy Number: 600

Policy:

It is the policy of Arc Human Services to monitor and evaluate the progress of new employees, employees who have transferred into another department, or employees who are promoted within Arc Human Services utilizing an introductory period.

The introductory period is ninety (90) days and is based on the documented hire date, transfer date or promotion date. Throughout the introductory period, the immediate supervisor should provide ongoing support

Following the introductory period, a supervisor will complete the evaluation form and recommend

- Retaining the employee
- Extending the introductory period for additional months, or
- Releasing the employee

If the employee's performance is not meeting requirements, the supervisor must notify the Human Resources Department prior to the meeting with the employee. At the supervisor's request, a Human Resources representative will be available to meet with both the supervisor and the employee.

Additional Information:

If a transferred employee is not meeting requirements, Arc Human Services cannot guarantee that the transferred or promoted employee will be returned to his/her old position. If no appropriate position is available, the employee will be released.

Arc Human Services reserves the right to terminate the employment relationship at any time, including during an introductory period, for both new, transferred or promoted employees. Nothing in this policy changes the at-will nature of the employment relationship.

UPDATED July 1, 2018