

**POLICY NAME** PROBATIONARY EMPLOYMENT PERIOD

**POLICY NUMBER** 2.2.3

**CATEGORIES**

**DATE PROPOSED:** 11/8/18

**DATE OF VOTE:** 1/16/19

**ACCEPT (Y/N):** Y

The probationary period is an integral part of the hiring process allowing management and supervisors to train, observe, and evaluate an employee's skills, conduct, and attitude, in order to determine fitness for permanent status in the position.

Each new employee shall be required to complete a probationary period to enable supervisors to observe the employee's ability to perform the various duties of the position. The probationary period shall begin immediately upon hire in such position and continue for one (1) year.

**COMMENTS:**