

PEOPLE'S PLACE

New Hire Probation Policy

Approved By: Board of Directors
Review/Revision Date: 12/01/2021

I. PURPOSE

The purpose of this policy is to evaluate a new hire's performance to determine whether continued employment is appropriate.

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 period of time in which to review new hires job description, performance objectives and job performance.

V. STANDARDS

- A. All new full-time employees, full-time employees moving into a new job title and/or a new program will undergo a minimum 90-day probation period as a condition of continued employment.
- B. All new part-time employees will undergo a 180-day probation period as a condition of continued employment.
- C. During the initial 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.
- D. During probationary period either employee or Peoples Place may decide to discontinue employment.
- E. The probation period may be extended at the discretion of the Program Director/Program Manager.

VI. PROCEDURES

Individual Responsible

Action

Supervisor

1. Ensures employee becomes familiar with job description, job responsibilities, policies and procedures.
2. Provides opportunities for training.
3. Provides ongoing feedback to employee during probation period. If a performance issue arises provide written feedback signed by the supervisor and employee that includes performance issue(s) and an action plan to rectify the issue(s) and forward to personnel file.

Program Director/Program Manager

1. Supervisor completes the probation evaluation form. If performance is satisfactory at end of probation period, recommends continued employment. If performance is not satisfactory, decides to extend the probation period, or sends a request to terminate employment to the Executive Director.
2. Forwards probation evaluation form to Human Resources.

Executive Director

1. Approves or disapproves recommendations to terminate employees.

VII. EXHIBIT

A. Probation Evaluation Form