

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 3.23

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SUBJECT: 90 DAY PROBATIONARY PERIOD

DEPARTMENTS AFFECTED: ALL

APPROVED BY:

ISSUED: 10/3/95

REVISED: 6/1/98

EFFECTIVE DATE: 10-7-95

PURPOSE:

To allow a designated period of time for the employee to go through an orientation period, learn their job functions and develop a cohesive working relationship with their supervisor, co-workers and other departments. Also, this time allows supervisors to work with new employees, identify strengths, clarify what is expected, set initial goals, and promote employee development. Supervisors may also identify any areas that need retraining or further instruction.

The 90-day probationary period is not a guarantee of employment. Any employee that violates any Marklund policy will be subject to developmental action during the probationary period which may include termination.

POLICY:

All employees that complete the 90 day probationary period will receive a "performance only" appraisal. There is no merit increase normally awarded at this time.

PROCEDURE:

The responsibility for initiating and completing the 90 day performance appraisal is shared between the Human Resources Department and Marklund supervisors.

- A. The employees 90 day probationary date is listed on the Orientation list which is given to supervisors. It is the supervisor's responsibility to request a performance appraisal form, if they do not have a copy in their department.
- B. If the appraisals are not returned to Human Resources within one week of their due date, the supervisor will be sent a reminder. If the employee resigns or is terminated prior to the 90 days, the supervisor will return the review, noting that the employee is no longer employed. A status must still be completed for the resignation/termination.
- C. Supervisors must go over the appraisal with the employee, set goals and point out any major strengths or weaknesses.
- D. The original appraisal is returned to Human Resources. The employee and supervisor should retain a copy.