



ADMINISTRATIVE MANUAL

Introductory Periods

Policy 104

SUBJECT: *Introductory Periods*

- 1.0 PURPOSE:
To provide for a probationary period and give immediate feedback to new employees on their effectiveness within the position.
- 2.0 REFERENCES:
None
- 3.0 POLICY:
All part-time & full-time employees shall serve introductory periods and must satisfactorily complete the period as a condition of continued employment.
- 4.0 DEFINITIONS:
None
- 5.0 PROCEDURES:
PART-TIME EMPLOYEES
 - 5.1 Upon initial employment, rehire, or promotion, all part-time employees of A.S.I. shall serve a 30-day introductory period, which may be extended to 30-days, upon written notice from the supervisor upon approval by the Executive Director. They are required to complete the A.S.I. 30-day Employee Orientation Checklist and a summary meeting with the Executive Director.
 - 5.1.1 The employee shall be evaluated by the 30th day of employment of the introductory period, by the supervisor.
 - 5.1.2 Continued unsatisfactory performance will be grounds for further extension of the introductory period or termination.
- FULL-TIME EMPLOYEES
 - 5.2 Upon initial employment, rehire, or promotion, all full-time employees of A.S.I. shall serve a 90-day introductory period, which may be extended to 120 days, upon written notice from the supervisor upon approval by the Executive Director.
 - 5.2.1 The employee shall be evaluated by the 30th day of employment of the introductory period, by the supervisor. Unsatisfactory performance may be grounds for release or further extension of the introductory period.
 - 5.2.2 If extended there should be a performance review midway between and again on the last day of the extended introductory period.
 - 5.2.3 Continued unsatisfactory performance will be grounds for further extension of the introductory period or termination.

