

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Initial Employment (Probationary) Period	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 12/10/14	
<b>REVIEW DATE:</b> 8/29/22	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Coordinator	<b>CEO APPROVAL DATE:</b> 9/6/22 Dr. Timothy Kangas, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

All new hires of NorthCare Network, or current employees accepting a new position, will have a four-month initial employment (probationary) period.

### **PURPOSE**

This policy serves to define the process for supervisors completing probationary period reviews for NorthCare Network employees.

### **DEFINITIONS**

N/A

### **REFERENCES**

Performance Evaluation Policy

### **HISTORY**

NEW POLICY: 1/1/15

REVISION DATE: 4/20/18, 2/15/19, 12/3/19

REVIEW DATE: 12/3/14, 10/16/15, 8/22/16, 6/19/17, 4/20/18, 2/15/19, 12/3/19, 10/27/20, 8/26/21, 8/29/22

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/9/19, 11/3/20, 9/7/21, 9/6/22

BOARD APPROVAL DATE: 12/10/14

### **PROCEDURES**

All new employees, or current employees accepting a change in position, will go through an initial employment probationary period. During this time, the employee will have an opportunity to learn about the position and NorthCare Network. Additionally, this gives the employee's supervisor reasonable time to evaluate his/her performance. The employee will be provided with training and guidance from his/her supervisor.

Prior to the employee's probationary period end date, the Supervisor will complete the probationary performance evaluation indicating the successful or unsuccessful completion of the probationary period. The Supervisor will meet with the employee within 14 days of receiving the evaluation.

The probationary period may be extended by the Supervisor. The employee will be notified of this decision in writing.