

NORTHCARE NETWORK

POLICY TITLE: Initial Employment (Introductory) Introductory Period	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 6/26/24	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Specialist	CEO APPROVAL DATE: 7/2/24 Megan Rooney, 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 (introductory) period.

PURPOSE

This policy serves to define the process for supervisors completing introductory 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, 6/26/24

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, 7/18/23, 5/8/24, 6/26/24

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, 8/1/23, 6/11/24, 7/2/24

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

All new employees, or current employees accepting a change in position, will go through an introductory employment 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 introductory period end date, the Supervisor will complete the introductory performance evaluation indicating the successful or unsuccessful completion of the introductory period. The Supervisor will meet with the employee within 14 days of receiving the evaluation.

The introductory period may be extended by the Supervisor. The employee will be notified of this decision in writing. NorthCare Network is an at will employer, there is no guarantee of employment during or after the introductory period.