



Title: Employee Handbook

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Section: 2.1.0 Terms of Employment

Date: January 31, 2017

Policy: 2.1.2 Probationary Period

Replaces: April 11, 2015

- 2.1.2.1 A new part-time employee will be considered on probation until he/she has completed 528 hours worked (66 days), and receives Probation Period evaluation from Supervisor.
- 2.1.2.2 A new full-time employee will be considered on probation until he/she has completed 90 worked days, and receives Probation Period evaluation from Supervisor.
- 2.1.2.3 The probationary period of employment may be terminated at any time.
- 2.1.2.4 The employee's performance will be evaluated prior to the expiration of the probationary period.
- 2.1.2.5 Any unexcused call offs during probation period will result in administrative verbal counseling.
- 2.1.2.6 Two unexcused call offs during probation period will result in a formal written counseling.
- 2.1.2.7 Three unexcused call off will result in immediate removal from clients case or termination of employment.

- ❖ **An unexcused call off is when you fail to report to your scheduled shift or find a replacement at least 4 hours prior to the start of your scheduled shift, and/or notifies your Supervisor (Scheduler) of schedule change. Calling the Client/Family Member is unacceptable process to call off.**
- ❖ **An unexcused call off is failure to provide proof of medical documentation from a licensed physician stating that you are not authorized to work during your scheduled shift. Calling off within 4 hours of shift regardless if you are in the ER or hospital can be considered as unexcused depending on the Supervisors discretion.**

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
Reviewed by Executive Board and approved by the Board 1/31/17
Reviewed by Compliance Officer and approved 1/25/17
All previous versions are obsolete