Policy Statement: The 90 day Introductory Period applies to all new hires, promotions, transfers and rehired employees. This period allows the supervisor/manager to determine if there is a reasonable expectation of success in meeting the job requirements.

Procedure:

All new employment assignments, whether the individual is newly hired, promoted, transferred, or rehired to a new or existing position, begin with a 90-day Introductory Period designed to provide an opportunity for both the employee and the supervisor/manager to ascertain whether or not there is a reasonable expectation of success and the employee is able to meet the performance requirements of the new position and to provide feedback to the employee about the employment relationship. Although the supervisor/manager is responsible for providing information, training, and support during this period, it is the employee’s responsibility to ensure s/he meets the minimum performance standards. Prior to the end of the 90-day Introductory Period, the supervisor/manager will evaluate the employee using the “Introductory Period Performance Evaluation” to determine whether or not there is an appropriate match between employee qualifications and position requirements. Completion of the Introductory Period does not alter the at-will employment relationship of employees with PHS. Employees may be terminated at any time for job performance issues or for any other reason during or after the Introductory Period.

References:
Employee Handbook pages 7-8

Policy Cross References: