



Human Resource Policy Manual

Subject: Probationary Period Policy

HR Policy: 450

Effective Date: 05/01/05

Revision: 1

Revision Date: 07/2007

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Board of Directors Approval: 03/12/05, 07/14/07

MSHS Policy Council Approval: 04/02/05, 08/25/07

This Policy has been drafted as a guideline for our employees. Final interpretation of the items discussed will be governed by the applicable procedure statements and the Human Resources Department. It shall not be construed to form a contract between our employees and the operating units of Texas Migrant Council, Inc. Texas Migrant Council, Inc. reserves the right to alter, rescind, or change any part or section of this Policy unilaterally and without prior notice.

1.0 PURPOSE

This policy defines the probationary period, when it applies and how it should be used.

2.0 SCOPE

Typically the probationary period applies to new employees, however it also applies to any employee who transfers to a different position; is promoted to a new position; successfully bids on a different position; or any other circumstances where an employee changes from one position or location to another.

3.0 DEFINITION

3.1 The probationary period will consist of six (6) months (180 days).

3.2 The first one-hundred and eighty (180) days of employment for a new employee, transferred employee, or promoted employee with Texas Migrant Council, Inc. are considered as a probationary period for both parties. The new employee becomes acquainted with the job, fellow employees, and the Corporation. It provides the opportunity for the individual to decide if they want to join Texas Migrant Council, Inc. as a regular employee. For a transferred or promoted employee, it provides an opportunity to learn and acquire new job responsibilities and skills and provides the supervisor with an opportunity to evaluate the employee's ability to successfully perform the requirements of the job.

3.2 A preliminary evaluation will be done with the employee prior to ninety (90) days of being hired, promoted or transferred. The supervisor will evaluate the employee's performance, attitude, work habits, and abilities. If necessary, the corporation will provide any additional training or technical assistance that is agreed by both the corporation and the employee.

3.3 The probationary period is a trial period for both parties and either may end the relationship at any time during the probationary period.

3.4 In the few unusual cases where the probationary period is not adequate, an extension may be granted at thirty (30) day intervals if recommended by the supervisor and approved by the Human Resources Director.



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4.0 PROBATIONARY REVIEW

- 4.1** At the completion of the probationary period the employee is given a performance review. The purpose of this review is to let the employee know how they are performing to expectations. At the discretion of the supervisor, a salary review may also be completed at this time.
- 4.2** Upon satisfactory completion of the probationary period, and thereafter, at any time, either party may terminate the relationship at any time, for any reason or no reason at all with or without prior notice.