

	Subject of Policy:	Introductory Period
	Section of Manual: Human Resources	Policy Number: 102
	Originating Unit: Human Resources	Effective Date: July 19, 2006 Rev: November 17, 2021

Scope:

This procedure applies to all CareLink employees.

Definitions:

“At Will” is a term used to specify that employment is not for a defined period of time and may be terminated by the employee or the employer for any reason at any time.

Policy:

- I. New Hires/Re-hires
All new CareLink employees, and re-hires, must successfully complete a ninety (90) day Introductory Period. The Introductory Period is used to determine if an employee’s performance successfully meets the expectations of the role and if continued employment is warranted. During this period, quality of work, attendance, attitude, initiative, safety record, and adherence to CareLink’s policies and work rules will be evaluated. CareLink’s Grievance and Progressive Disciplinary policies do not apply to Introductory Period employees. All employees, whether or not they have completed the Introductory Period are “at will” employees at all times.

- II. Transfers/Promotions
When an employee transfers or received a promotion, he or she must successfully complete a ninety (90) day Introductory Period in his or her new position.