Order of Operations for

Probationary Employees

30 Days

When a new employee is hired or an employee transferred or promoted to another position, HR will create a calendar alert for two weeks before the 30-day mark of their probationary period. HR will then email the direct supervisor (or manager) and the GM or President so that they may set a meeting time to discuss the individual’s strengths and weaknesses. The direct supervisor will meet with the individual to discuss these strengths and weaknesses and identify any behaviors that need to be changed.

A follow up meeting will be scheduled by the supervisor towards the end of the next thirty day period (60 total days), to discuss progress. In the intervening time, the direct supervisor will monitor progress, and have a meeting with the GM or President as needed before the scheduled follow-up with the employee.

60 Days

A week or so before the end of the full probation period (60 days), the direct supervisor will conduct that follow up meeting with the employee, to discuss progress and any subsequent successes or failures, with the GM or President. If the employee is performing to a satisfactory or exemplary level, then they will alerted to any benefits they now qualify for (in the case of new employees), and in all cases congratulated as well as given ongoing areas to work on that the supervisor will touch base on as they go along. If the supervisor believes that further improvement is not possible, the employee progresses to “Final Steps”.

If there are still areas of concern that haven’t been addressed in a satisfactory way, and the supervisor believes further improvement possible, the supervisor will let the employee know that they are extending the probationary period for an additional 30 days. They will also give clear directives on what behaviors are missing or deficient, with strategies on what they need to improve. They will send an email to the employee, HR, the GM and the president detailing what they went over in the meeting.

The supervisor will set up a meeting with the employee a week or so before the end of the 30 day extension (90 days total) to discuss progress. In the intervening time, the direct supervisor will monitor progress, and have a meeting with the GM or President as needed before the scheduled follow-up with the employee.

90 Days

A week or so before the end of the extended probationary period (90 days), the supervisor will meet with the employee to discuss progress and any subsequent successes or failures, with the GM or President. If the employee has improved and is performing to a satisfactory or exemplary level, then they will alerted to any benefits they now qualify for (in the case of new employees), and in all cases congratulated as well as given ongoing areas to work on that the supervisor will touch base on as they go along.

Final Steps

**If their progress has not been satisfactory** –

New employees: The employee will be let go from employment, with a final check prepared for them on that last day.

Transferred or promoted employees: The employee will be taken out of that new position, and returned to their original position. If the original position is no longer available, management will work with the employee to find a comparable position to return them to, if possible. The schedule need not be the same, though we will make every effort to do so.