

INITIAL REVIEW PERIOD

Applicability: This policy applies to all non-union employees.

A newly hired employee's first few months on the job are critical. Supervisors invest valuable time and effort into finding the best-qualified individual for their departmental needs. For the new employee, this is a time of learning about Oak Hill, about the supervisor's expectations, and about the duties of his or her new position. Training and feedback on progress and performance are crucial to a new employee's success.

The first six (6) months of employment for new staff employees (non-exempt) are considered the "Initial Review Period". This is intended to provide new employees the opportunity to determine whether the position meets their expectations and to demonstrate their ability to achieve a satisfactory level of performance. The Initial Review Period may be extended an additional 60 days upon the recommendation of a supervisor.

During the Initial Review Period, direct care employees are expected to satisfy the following requirements of employment:

1. Successfully complete the background check performed by the Department of Children and Families;
2. Obtain certification as a Certified Non-licensed Personnel (CNP);
3. Obtain a Public Service License; and
4. Successfully complete New Employee Orientation, including site- specific training.

At any point in time during this period, the employee's supervisor has the authority [in consultation with the Human Resources office] to terminate employment for unsatisfactory performance.

Cross-reference: At-Will Employment
Training Requirements

Originally published: May 1, 2006