



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 9/90	Revision Date: 05/05	Page: 1 of 1
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	Section: PERSONNEL		
Subject: PROBATIONARY PERIOD AND EVALUATIONS			

GENERAL STATEMENT OF POLICY

A six (6) month probationary period exists to help ensure that the new employee is making adequate progress in learning the job. An employee transferring from one position to another will have a formal probationary period of three (3) months. During this period the supervisor and employee should have close contact in order to promote a strong working relationship. The operating procedures to implement this policy shall be issued and maintained by the Vice President for Finance and Administration.