

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Initial Employment (Introductory) Period Policy	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 12/10/14	
<b>REVIEW DATE:</b> 4/8/25	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Manager	<b>CEO APPROVAL DATE:</b> 5/7/25 Megan Rooney, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

All new hires of NorthCare Network, or current employees accepting a new position, will have a four-month initial employment (introductory) period.

### **PURPOSE**

This policy serves to define the process for Supervisors completing introductory period reviews for NorthCare Network employees.

### **DEFINITIONS**

N/A

### **REFERENCES**

Performance Evaluation Policy  
Employee Introductory Evaluation Form

### **HISTORY**

NEW POLICY: 1/1/15

REVISION DATE: 4/20/18, 2/15/19, 12/3/19, 6/26/24, 4/8/25

REVIEW DATE: 12/3/14, 10/16/15, 8/22/16, 6/19/17, 4/20/18, 2/15/19, 12/3/19, 10/27/20, 8/26/21, 8/29/22, 7/18/23, 5/8/24, 6/26/24, 4/8/25

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/9/19, 11/3/20, 9/7/21, 9/6/22, 8/1/23, 6/11/24, 7/2/24, 5/7/25

BOARD APPROVAL DATE: 12/10/14

### **PROCEDURES**

All new employees, or current employees accepting a change in position, will go through an introductory four-month employment period. During this time, the employee will have an opportunity to learn about the position and NorthCare Network. Additionally, this gives the employee's Supervisor reasonable time to evaluate his/her performance. The employee will be provided with training and guidance from his/her Supervisor.

Prior to the employee's introductory period end date, the HR Manager will email the Supervisor the employee's job description and the Employee Introductory Evaluation form to complete with the employee. The Supervisor will meet with the employee prior to the end of the introductory period.

The introductory period may be extended by the Supervisor. The employee will be notified of this decision during the evaluation meeting and in writing on the Employee Introductory Evaluation form. NorthCare Network is an at will employer, there is no guarantee of employment during or after the introductory period.