

## **Initial Period of Employment or Promotion**

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All employees are subject to a 90-day probationary period from the date of hire. In addition, existing employees who apply for and receive a new position or promotion undergo a 90-day probationary period. This is a time for the supervisor to evaluate the employee's competencies, results, work habits, dependability, work relationships, and suitability for the position. During the probationary period, employees and their supervisors are encouraged to discuss questions and/or concerns pertaining to employment as they arise.

Before the probationary period ends, the supervisor arranges an evaluation meeting to review the quality and quantity of the work performed, as well as the employee's general adjustment to the department. Subsequent evaluation meetings/performance reviews take place on an annual basis, or more often if needed (see "Performance Review Process" below).

In some instances during the probationary period, the Seminary may terminate employment with or without cause or notice. However, successful completion of the probationary period does not guarantee continued employment. Employment remains at will even upon successful completion of the probationary period.