

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 229</b>
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<b>Probationary Period</b>	<b>Effective: April 28, 1983</b>
	<b>Revised: August 29, 1016</b>
APPROVED BY: Board of Directors	

## **Policy Statement**

All new employees shall be considered probationary for one hundred eighty (180) calendar days during which time said employees may be discharged at the discretion of the Employer. A new Head Start/Early Head Start employee may not be removed from probation or attain full status until he/she has been satisfactorily employed in the position and the Head Start Policy Council has approved the hiring.

## **Standard Operating Procedure**

### **Target Audience**

All HACAP employee's during the first six months of employment or a full status employee hired outside their current classification.

### **Necessities**

Evaluation of satisfactory work performance evaluation signed by the employee and supervisor submitted to Human Resources upon completion of 30, 90, and 180 days of employment or probationary reassignment probation.

## **Implementation Steps**

### **1. New Employee Probation**

- a. All new employees of HACAP shall be considered probationary employees until they have satisfactorily employed in the position for one hundred and eighty calendar days.
  - i. Poor attitude, persistent tardiness, and unsatisfactory job performance may result in termination at any time during the probation.
  - ii. New probationary employees shall not be subject to the grievance and arbitration procedures.
  - iii. The employee may only appeal this decision on the grounds of discrimination due to race, color, national origin, religion, age, gender, disability, political affiliation, or belief or another circumstance giving rise to protection under the law.
    1. This appeal must be in writing and submitted to the Human Resources Department no more than seven days after termination has taken place.
- b. A performance evaluation will be completed at 30, 90, and 180 days.
  - i. The employee will be given the opportunity to make written comments on evaluations.

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- ii. Both the supervisor and employee must sign this evaluation.
- c. The completed evaluation will be submitted to Human Resources by the supervisor to be placed in the employee's personnel file.

**2. Current employee probation for a new position**

- a. Any current employee of HACAP who moves into a new position out of their current classification within the agency shall be placed on probation for 180 calendar days.
  - i. Poor attitude, persistent tardiness, and unsatisfactory job performance may result in termination at any time during probation.
  - ii. Benefits granted this employee prior to the promotion would remain in effect.
  - iii. Grievance and arbitration rights granted this employee before the promotion would remain in effect.
- b. An evaluation will be completed at 30, 90, and 180 days.
  - i. The employee will be given the opportunity to make written comments on evaluations.
  - ii. Both the supervisor and employee must sign this evaluation.
- c. The completed evaluation will be submitted to Human Resources by the supervisor to be placed in the employee's personnel file.

**Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.