

[Church Name]

Probationary Period Policy (Sample)

Policy:

The probationary period is intended to supply new employees the opportunity to demonstrate their ability to achieve a goal of a satisfactory level of performance. It also supplies them with the ability to determine whether the new position meets all of their expectations. [Church Name] will use this period to evaluate the employee’s capabilities, work ethics and overall job performance. The church or the employee can end the employment relationship at will at any time during or after the probationary period with or without cause or advance notice.

The first 90 calendar days after the employee’s hire date all new and rehired employees work on a probationary basis. If there are any significant employee absences, then the probationary period will be extended by the length of the absence. If the church determines the probationary period doesn’t allow ample time to evaluate the employee’s performance, the probationary period may be extended for a specified period.

The employee’s department manager will work closely with them on all aspects of their training understanding and responsibilities during this period. [Church Name] encourages all new or rehired employees to get to know their fellow coworkers and managers quickly as this tends to help them succeed with our team/organization. We expect the employee to also become familiar with other relevant information about the church including the church’s rules and regulations.

Employee’s Signature

Date

Revised Date: _____