

3.14 Introductory Period

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that all new employees or, employees new to a particular position, be given an appropriate introductory period.

Procedure:

All new and re-hired employees work on an introductory basis for the first 90 days after their date of hire. Employees who are promoted or transferred within Licking/Knox Goodwill Industries, Inc., must complete a new introductory period of an additional 90 days. If Licking/Knox Goodwill Industries, Inc. determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

In cases of promotions or transfers within Licking/Knox Goodwill Industries, Inc., an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the new introductory period for that position. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Licking/Knox Goodwill Industries, Inc.'s, needs.

Performance evaluations will be completed at 30 days and 90 days during each introductory period, using the "Employee 30-90 Day Performance Evaluation" form (Refer to Policy 3.17, *Performance Evaluation*.)

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Licking/Knox Goodwill Industries, Inc. may end the employment relationship at will at any time during or after the introductory period.