Probation Policy

It is the policy of the Company that all new employees and all present employees transferred or promoted to a new job shall be placed on probation for a period of 180 days. Upon successful completion of the probationary period, the employee will be given regular status.

This policy usurps the policy written in the Employee Handbook, dated June 2016, as well as any other contradictory policy dated prior to June 25, 2018.

Signature of employee Date