

## Orientation

For each appointment there is an orientation period of six months, during which time the employee's performance is subject to close examination, including a written evaluation after three months and six months. The orientation period may be extended for an additional three months. An employee may be released at any time during the orientation period if performance is unsatisfactory. Any significant absence will extend the orientation period by the length of the absence.

An employee who has passed the orientation period, but whose work performance is shown to be unsatisfactory, may be placed on performance probation for up to three months. After the probationary period and written evaluation, if the employee does not demonstrate satisfactory progress, the employee may be terminated.

Employees who are promoted to a higher position will serve the same orientation period as a new employee. If their performance is shown through a written evaluation to be unsatisfactory in the new position, they may be demoted to their former level if there is an opening or to some other appropriate position available. If there is no such opening, the employee may be terminated.