

## RHR-520.3 Establishing Initial Pay, Terms of Employment, and Probationary Period

This procedure shall apply to all employees of REACH for Tomorrow.

### 1. Initial Pay

- 1.1. All staff shall be placed on the current REACH for Tomorrow pay schedule indicating pay grade and step at the time of original hire.
- 1.2. The CEO shall confirm the initial pay and step with a final signed letter of offer indicating start date, bi-weekly pay, hours to be worked (FTE status), benefits, and any negotiated conditions of employment. Verbal agreements that are not documented in the letter of offer shall not be valid.

### 2. Determination of Initial Pay

- 2.1. Determination and placement on the current REACH for Tomorrow pay scale shall be made by the CEO and CFO. The determination of placement requires the signature of these individuals on the experience-based pay worksheet.
- 2.2. The experience-based pay worksheet will be completed, and the starting pay grade and step will be finalized by the CEO or CFO prior to an offer of employment.

### 3. Probationary Period

- 3.1. All new employees of REACH for Tomorrow will have a probationary period beginning upon hire.
- 3.2. During the first 6 months, employees shall have a maximum of 24 hours of PTO available to be used as authorized. The supervisor, along with the CEO, may authorize additional PTO for the employee if extenuating circumstances arise.
- 3.3. During the first 12 months of employment, the employee shall not transfer to a different position within the agency, unless specifically requested to by the CEO.