POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RC-900-F

TITLE: Probationary Period Promotion and Termination

EFFECTIVE DATE: 7/20/21 **AUTHORIZED BY: Board of Trustees**

Termination

If the performance of the employee during the training and probationary period is found to be unsatisfactory and the employee has not been able to reach a reasonably competent level of performance, or it appears highly unlikely that such a level will be reached, the employee may be removed at any time during the period. Such a termination can be performed without granting the employee the right of appeal.

Promotion

Any current employee of REACH for Tomorrow who, at their request, is promoted to a higher position shall serve a training period of 90 calendar days from the date of promotion. If the employee's performance is considered unsatisfactory, he/she will be demoted to the position formally held, or another similar to it, if there is a vacancy. If no such position is vacant, the employee may be removed with the right of appeal.

If a current employee is requested by REACH for Tomorrow to accept a promotion, the employee shall serve a training period of 90 calendar days from the date of promotion. However, if performance is deemed unsatisfactory for the promotion REACH for Tomorrow requested the employee take, the employee shall be assured he/she can return to the position formerly held. Promotions will be based on staff competency and merit.