

**Procedure Title:****Employment Status & Records****PROCEDURE NUMBER: 2-0-5****Policy Title:****INTRODUCTORY PERIOD****Effective Date:**

2/1/2003

**Revision Date:**

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. 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. Keystone uses this period to evaluate employee capabilities, work habits, and overall performance. Either, the employee or Keystone may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.
2. All new and re-hired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within Keystone must complete a secondary introductory period of the same length with each assignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If Keystone 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 special period.
3. In case of promotions or transfers within Keystone, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that last position at any time during the secondary introductory period.
4. Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.
5. During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other keystone-provider benefits, subject to the terms and conditions of each benefits program. Employees

should read the information for each specific benefits program for the details on eligibility requirements.

6. Benefits eligibility and employment status are not change during the secondary introductory period that results from a promotion or transfer within Keystone.

**NOTES:**