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| <b>ONEIDA TRIBE OF WISCONSIN<br/>STANDARD OPERATING<br/>PROCEDURE</b> | <b>TITLE :</b> Probationary Period; Section III<br>Work Standards                    | <b>ORIGINATION DATE:</b><br>07/02/09<br><b>REVISION DATE:</b><br>1/11/2011<br><b>EFFECTIVE DATE:</b><br>After last signature |
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| <b>DEPARTMENT:</b> All  | <b>APPROVED BY:</b> Compensation and<br>Employment Director<br><i>Marianna Cross</i> | <b>DATE</b><br>1-14-2011   |
| <b>DIVISION:</b> All  | <b>COMPLIANCE REVIEW BY:</b> PRD<br><i>M</i>   | <b>DATE:</b><br>1-20-11  |
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1. **PURPOSE:** To outline the process for regular status employee's probationary period due to hire, re-hire, transfers, promotions and job reassignments. This does not include the Annual Evaluation Work Standards and does not apply to title reassignments, elected, appointed, temporary and interim status employees.

This document clarifies section III of the Personnel Policies and Procedures.

## 2. DEFINITIONS

- 2.1 **AM** - Area Manager is the supervisor's supervisor.
- 2.2 **Extended Probationary Period** – Continuation of probation period.
- 2.3 **HRR** - Human Resources Representative, Gaming Personnel Services or those designated by the HR Manager to perform HR functions.
- 2.4 **PRO** - Personnel Relations Office within HRD.

## 3. WORK STANDARDS

### Probationary Period

- 3.1 The probationary period is the first ninety (90) calendar days of employment.
  - 3.1.1 Supervisors will observe, coach, and mentor an employee to set expectations, enhance their knowledge, improve skills and abilities, etc.
- 3.2 The supervisor shall meet with the employee to review their performance.
- 3.3 The supervisor will complete and submit the six (6) week and ninety (90) day evaluations, which includes all required signatures, to HRR on or prior to the dates stated in the employee's welcome letter from HRR.
  - 3.3.1 If the employee is unable to sign due to extenuating and/or unforeseen circumstances (e.g. leave of absence, modified duty) the supervisor must notify HRR prior to the end of probation.
    - 3.3.1.1 An extension of probation may be given if the supervisor doesn't believe they have enough time to evaluate their employee's performance.

- 3.4 Evaluations not submitted to HRR by the due dates will result in the employee being placed on regular status, receive their off-probation increase, and probationary status will end.
- 3.5 The HRR must receive all paperwork prior to the last day of probation.
  - 3.5.1 Received means faxed or e-mailed by 11:59pm on the due date or received by HRR in person during regular working hours.
- 3.6 Supervisors can not extend probation if a six (6) week or ninety (90) day evaluation is not submitted to HRR by the due dates.
- 3.7 The ninety (90) day evaluation will result in one of the following:

**End of probation.**

- 3.7.1 Employee is placed on regular status and will receive the negotiated salary/wage.

**Extension of probation**

- 3.7.2 Extensions must be documented in writing to include an end date and submitted prior to the end date of probation.
  - 3.7.2.1 Copies must be provided to the employee and to HRR.
  - 3.7.2.2 Documentation may include a memo, e-mail, comment on the evaluation, a department form, etc.
  - 3.7.2.3 Extensions can be up to ninety (90) days, starting at the end of the initial probationary period.
    - 3.7.2.3.1 More than one extension may be given as long as it does not exceed a total of one hundred eighty (180) days from the employee's start date.
  - 3.7.2.4 The extension may be accompanied by a written plan to improve performance, signed and dated by the supervisor and employee.
    - 3.7.2.4.1 Performance improvements may be noted on the evaluation form.
  - 3.7.2.5 On or prior to the end of the extension period the supervisor must complete and send to HRR another evaluation which will result in termination, extension or end of probation.
    - 3.7.2.5.1 If an extension given, see 3.6.2.1.

**Termination**

- 3.7.3 Supervisor must consult with the PRO before terminating an employee.

**Employee Compensation**

- 3.8 Employees will be paid 5% less than the posted or negotiated wage/salary while on probationary status unless the wage is below Federal minimum wage.
  - 3.8.1 Tipped employees may be paid less than 5% below the Federal minimum wage if their wage plus tips is equal to or greater than the Federal minimum wage.
- 3.9 Employees will be classified as a regular status employee and will receive the regular wage/salary upon completion of probation.
- 3.10 Employees may receive holiday pay as defined in Section IV.

**Contracted Employees**

- 3.11 Supervisors will ensure compliance with the terms of the employee's contract regarding probationary periods.

**Performance Evaluation Tool**

- 3.12 The supervisor must utilize a Performance Evaluation approved by HRD.

**Use of Vacation and Personal Time during Probationary Period**

- 3.13 Employees will accrue vacation and personal hours during their probationary period and can use vacation or personal hours with the supervisor's discretion.

**Completed Probationary Employee's Performance Evaluation**

- 3.14 HRR will notify the AM level when a supervisor under their supervision does not complete the performance evaluation or fails to send the evaluation to HRR prior to the last day of probation.
- 3.15 Performance Evaluations require the following information to be complete:
  - 3.15.1 Employee name, signature and date
    - 3.15.1.1 If the employee refuses to sign the evaluation, supervisor makes a note "refused to sign" on employee signature line of form and submits to HRR.
  - 3.15.2 Supervisor name, signature and date
  - 3.15.3 Percentage score
  - 3.15.4 Minimum categories of unsatisfactory and satisfactory rating
- 3.16 Untimely evaluations will be kept in the employee's personnel file.

**4 HISTORICAL NOTE**

- 4.1 Any work standards, procedures, memos or other HR communication pertaining to Section III, Probation, prior to January 2011 are no longer valid.