

Sample Employee Probation Policy

[Company name] uses a [30/60/90] day probation time frame for new employees. This time frame supports our adherence to the at will employment doctrine, which allows employees to leave employment at any time with or without notice or cause. It also allows [Company name] to terminate any employee at any time without prior notice or cause.

During the probationary period, new hires will receive the following:

- Onboarding and new hire training provided by the department manager or their delegate
- An employee handbook with company rules and policies
- All state and federally-required benefits (such as health insurance for full-time staff, commuter benefits, or sick leave as required in your state)
- Weekly meetings with supervisor who will provide feedback on their job performance
- Monthly performance updates describing whether they are meeting expectations

If the employee is determined to have met job requirements by the end of the probationary period, and is employed by the company at that time, they will be eligible to receive all normal and customary benefits offered to regular [full time/part time] employees as outlined in the employee handbook, to include:

- Health and other insurance (list insurance offered, like dental, vision, life, disability)
- Sick leave and paid time off
- (optional: list additional benefits and perks)

Once the employee successfully completes the probation period, they, like all employees of [company name], are subject to the at will employment doctrine.