



Wesley Woods Senior Living, Inc.

POLICY: Initial Period of Employment

This Policy

Policy Number: 204

Effective Date: 09/01/07

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Replaces Policy

Policy Number: 204-Provisional Period

Original Effective Date: 08/02/92

POLICY:

At Wesley Woods we recognize that a successful employment relationship is built on a mutual understanding of the employer and the employee's needs. For the purpose of this policy and the Wesley Woods Positive Corrective Action Policy, a "new employee" is defined as an employee who has worked at a Wesley Woods retirement facility for less than one year.

The "initial employment period" is defined as the new employee's first twelve (12) months of employment. This initial employment period is a time during which new employees have an opportunity to demonstrate their ability and desire to perform in their position. In addition, the initial employment period is an opportunity for the new employee and management to assess the alignment of the employee's work with the purpose and goals of Wesley Woods. Regular employment (continued employment at Wesley Woods after the expiration of the initial employment period) is based on the new employee's satisfactory work performance, conduct and attendance during the initial employment period, as well as the alignment of the employee's work with Wesley Woods' needs. The Positive Corrective Action Policy does not apply to new employees working in the initial employment period.

Supervisors are responsible for ensuring each new employee is properly oriented to Wesley Woods.

New Employee

Orientation (NEO) is provided to all employees through Human Resources and all new employees are required to attend within the first thirty (30) days of hire. In addition, Departmental Orientation must be completed for each new employee at their facility by their immediate management. Supervisors should use the provisional period as time to train the new employee and assess that employees initial capabilities and suitability for the job.

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GUIDELINES:

Supervisors are encouraged to provide frequent feedback concerning work performance, conduct and attendance to new employees working during the initial employment period, and to document that feedback. This feedback may provide the new employee an opportunity to improve aspects of his/her performance, conduct and attendance and may avoid the need for discipline. Supervisors should refer to the Performance Advantage program for resources to give feedback.

Should the need for disciplining a new employee arise, Wesley Wood's Corrective Disciplinary Action Policy and its encouragement of progressive disciplinary steps do not apply. Instead, any attendance, conduct and/or performance issue, even if not severe enough to warrant the circumvention of less punitive discipline for longer tenured employees, may lead directly to discharge for a new employee. Of course, all Wesley Woods recognized types of discipline-- including verbal warnings, written warnings, suspension without pay, investigative suspension, and discharge--are disciplinary options available for management's use, in consultation with the Human Resources Department. Management is encouraged to use its discretion in assigning a discipline that is appropriate for the underlying concern.

Any discipline administered to a new employee should be documented in that employee's personnel file in the Human Resources department. Management's decision to suspend or discharge a new employee must be reviewed and approved by the Human Resources Department before implementation. Discharges of new employees may not be appealed through the Grievance Process, Policy No. 503.