

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Introductory Period

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Approved By:



Purpose:

To establish a standard policy regarding the introductory period for all new employees and for employees who have transferred or been promoted to a new position.

Newly Hired Employees:

During the first 90 calendar days of employment, all employees are considered to be in an “introductory period”. This introductory period will allow the employee to get acquainted with the Company and his/her job assignments/duties as well as allow the Administrator/Supervisor to observe the employee’s work habits to determine if they will be suitable for the position. Specifically, management will observe the employee’s job knowledge, quality of work, quantity of work, versatility, initiative, cooperation, independent judgment and dependability.

Completion of the introductory period does not alter the employment-at-will status of any employee. Employees may resign from the Company at any time and may be separated by the Company at any time, with or without notice, with or without cause. Management may counsel employees during their introductory period on work improvement and performance shortfalls prior to separating employees with substandard performance. If an employee is in his/her introductory period and his/her performance or behavior proves to be less than satisfactory, the HR Director must be consulted prior to separation.

Introductory periods may be extended, where appropriate, at the discretion of the new employee’s Administrator in consultation with the HR Director.

Promoted or Transferred Employees:

A new introductory period commences on the effective date of any promotion, job change.

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Introductory Period Performance Evaluation:

An introductory period evaluation may be completed at the discretion of the Administrator/Supervisor. In any case, an Administrator/Supervisor must follow-up with the new employee during his/her introductory period on or around day 30 and day 60 to discuss the new employee's experience, satisfaction, and needs in conjunction with TCMS Mission, Goals.

Benefit Accruals:

Accrual of Paid Time off (PTO) does not begin until an employee has been employed in a full-time (FT) capacity for 90 consecutive days and completed satisfactory performance evaluation. However, in the case of the employee is called off or leaving early due to low patient census, accrued PTO may be used up to their regularly scheduled hours.