

Effective date: January 1, 2019

## Employment Policy

Approved by: PCSD board of directors

### **POL-HR-505 AT-WILL EMPLOYMENT**

This policy applies to all Ponderosa CSD employees

**1. Current employees are considered ‘at-will’ employees.**

All current employees are considered ‘at-will’ employees, regardless of:

- hire date
- conclusion of probationary period
- duration of employment
- completion of performance reviews
- pay level

**2. New employees are required to serve a probationary period.**

- The length of probation will be determined by the supervisor or the board.
- Except when determined unnecessary by the board.

**3. At the conclusion of the probationary period, the employee becomes a regular ‘at-will’ employee.**

- Except when the board determines to extend probation or terminate employment.

**4. All employees are subject to annual performance reviews.**

- Employee performance reviews will be conducted by the General Manager and reviewed by the board president.
- Except the board president will conduct the performance review of the General Manager.

**5. All employees are subject to employee disciplinary procedures.**

- See policy HR-504 Progressive Discipline Plan

**6. Ponderosa CSD is not a ‘for cause’ employer.**

- Completion of a probationary period, participation in annual performance reviews and being subject to a progressive employee discipline policy will not confer ‘for-cause’ employment status on any Ponderosa CSD employee.