

## #5.6

### PROBATIONARY PERIOD

**PURPOSE:** To clarify for all that there is a “probationary period” for all employees, other than the Pastor/Head of Staff, at Chapel by the Sea.

**APPLICATION:** Anyone, other than the Pastor/Head of Staff, applying for a position at Chapel by the Sea will complete a “Probationary Period” before becoming a regular full-time or part-time employee.

**PROVISIONS:** The first three months of employment in an exempt or non-exempt position constitute a probationary period. During this period employment may be terminated without cause, with or without notice. No pay in lieu of severance pay shall be given an employee whose employment is terminated during the probationary period.

During the probationary period: (1) full-time employees are entitled to paid holidays observed by Chapel by the Sea, and will be paid while absent for jury duty; and (2) part-time employees are not entitled to paid holidays and will not be paid while absent for jury duty. If absent for any other reason during the probationary period both full-time and part-time employees will have their pay deducted for the time absent.

Upon completion of the three month probationary period and the determination that the employee’s performance is satisfactory, he or she will be designated a full-time or part-time employee and will be enrolled in all entitled benefits. For the enrollment process, see Policy & Procedure #5.11 (Employee Benefits).

**RESPONSIBILITY:** Compliance with all Federal and State Employment Regulations and ethical human resource practices are the responsibility of the Pastor, Office Administrator and Personnel Committee.