Policy Statement - All new and promoted employees participate in an orientation period. The purpose of the orientation period is to welcome employees to The Cornell Cooperative Extension Association and to familiarize them with the Association and their new jobs and accountabilities. The preliminary orientation period may include, but is not limited to, a tour of the facility, introduction to coworkers, distribution and review of the employee manual, and enrollment in benefits, if applicable. In addition, the employee's supervisor will review the performance expectations of the job and schedule on-the-job training and development. During the full orientation period, the Association will review and provide ongoing feedback relative to the new staff member's performance. The Association will then determine whether or not the new staff member will be retained. The new staff member will have the opportunity to decide whether or not she/he wishes to continue the employment relationship with the Association.

Employment Contract - Employment during and after completion of the orientation period is considered to be at will. The orientation period is not a contract of employment for any set period of time. If employment continues at the end of the orientation period, employment will continue on an at-will basis and also be subject to performance, funding, and the need for the position.

Orientation Periods - Exempt staff members will serve a minimum orientation period of twelve months. Non-exempt staff members will serve an orientation period of up to six months. The length of all orientation periods is generally specified in writing at the time of employment.

Supervisory Responsibility - The new employee's immediate supervisor is responsible for ensuring that the employee has a thorough understanding of assigned job accountabilities and meets satisfactory performance standards.

Employee Responsibilities – Any staff member has the responsibility to seek out clarification of roles and accountabilities at any time there is doubt or confusion surrounding performance expectation through the supervisor or Association. Staff members should also be proactive in providing input to the goals and priorities surrounding their positions.

Performance Development - Throughout the orientation period, the employee's supervisor monitors, provides feedback and coaching, and evaluates the employee's job performance, work habits, attendance, cooperation, and potential for development in the position.

Written Notice – Staff members will receive written notice if they are not to be retained by the Association during the orientation or if the orientation period is to be extended.