

Sample Employee Training Policy

[Company Name] uses a [90-day] training time frame for new employees, also referred to as the employment probation period. This time frame supports our adherence to the at-will nature of your employment with the Company, which allows employees to leave employment at any time, with or without notice or cause. It also allows the Company to terminate any employee at any time, with or without prior notice or cause.

During the training period, new hires will receive the following:

- Onboarding and new hire training provided by the department manager or a member of the HR or training team
- An employee handbook with company policies
- All state- and federally-required benefits
- Weekly meetings with manager who will provide feedback on their job performance and goals
- Monthly performance updates describing whether the employee is meeting expectations

If the employee is determined to have met job requirements by the end of the training period and continues their employment with Company, they will be eligible to receive all normal and customary benefits offered to regular employees as outlined in the Company handbook. These benefits may include:

- Health insurance
- Life and disability insurance
- Paid time off
- Sick leave

During the training period and at all times thereafter, employees will be subject to the at-will employment doctrine. Nothing in this policy shall be construed to alter or eliminate an employee's at-will status.