

MISSISSIPPI VALLEY STATE UNIVERSITY

EMPLOYEE PERSONNEL HANDBOOK/PROBATIONARY PERIOD VERIFICATION OF RECEIPT

Staff Handbook

By signing below, I verify that I have reviewed a copy of the Mississippi Valley State University Employee Personnel Staff Handbook on the university website. I agree to read the Handbook and I understand that if I have any questions regarding it, that I should direct them to Office of Human Resources.

Probationary Period

Each new employee will be required to serve a six (6) month probationary period. During that period, the employee's work will be observed by his/her immediate supervisor. Before the expiration of the probationary period, the supervisor will make an evaluation of the employees' general productivity, job knowledge, dependability, cooperation, initiative, and general character.

If at any time prior to the completion of the probationary period the employee's performance has not been satisfactory, the supervisor may, after counseling with the employee, recommend termination of the employee's service with a (1) week notice.

I acknowledge that I will review the employee personnel handbook on the website.

I understand that I must complete a six (6) month probationary period.

Recipient/employee Signature

Date