



PROBATIONARY PERIOD

Each new employee of Riverside Contracting, Inc. will undergo a **12 month** probationary period, commencing on their first day of employment. The probation period may be extended up to 18 months. Riverside Contracting, Inc. will notify the employee in writing if the probation period is extended before the 12 month probation period expires.

If an employee has one or more leaves of absence during the original probationary period or any extension of the probationary period, the time of each leave of absence may not be a part of the probationary period unless Riverside Contracting, Inc. affirmatively elects to include each leave of absence as part of the probationary period.

The probationary period provides the employee and Riverside Contracting an opportunity to see if the employee's work is satisfactory and if the employee is suited to their position. During the probationary period, the employee is able to resign with notice for any or for no reason. Likewise, Riverside Contracting, Inc. is able to dismiss the employee with notice for any or for no reason.

I _____, understand that I am subject to a **12 month** probationary period. I may be dismissed for any or for no reason and I may resign for any or for no reason for a period of 12 months from my first day of employment. I also understand my 12 month probationary period may be extended up to 18 months.

Signature

Date

05/2023