

**MUSCOGEE NATION  
POLICY & PROCEDURES LETTER**

**Conditional Employment Probation Period**

**ADMINISTRATIVE – Human Resources  
Effective: June 1<sup>st</sup> 2014**

**PURPOSE**

**1.01** The purpose of this policy is to communicate standard and consistent guidelines relating to the probationary period of conditional employment from a 90 days probationary period to a 60 day probationary period. This policy affects new employees hired and/or transferred after June 1<sup>st</sup> 2014.

**Definitions**

**1.02 Definition of conditional employment period-** For the purposes of this policy it is the time period from the offer of conditional employment to MCN to the end of the probationary period of conditional employment.

**Policy Guidelines**

**1.03.1 New employees** – All new employees shall undergo a sixty (60) day conditional employment period. Each employee shall be evaluated after sixty (60) calendar days of employment. Anytime during the sixty (60) days of the conditional employment period the employee may be terminated without the privilege of appeal.

**1.03.2 Transfer** – Employees desiring to apply for a vacant position within the Muscogee (Creek) Nation must have completed their sixty (60) day probation.

**1.03.3 Creek Language Speaking Employees** – The employee must have completed the sixty (60) day probationary period to apply.

**1.03.4 Annual Leave** – Employees shall be eligible for Annual Leave upon the completion of the sixty (60) day conditional employment probation period.

**1.03.5 Sick Leave** – Employees shall be eligible for sick leave upon the completion of the sixty (60) day conditional employment probation period.

**1.03.6 Personal Leave**– Employees shall be eligible for Personal leave upon the completion of the sixty (60) day conditional employment probation period and shall be given (3) personal days of Personal Leave per fiscal year (prorated on completion of sixty (60) day probation date).