



THE STATE OF TEXAS
TEXAS MILITARY DEPARTMENT
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ACKNOWLEDGEMENT

New Hire Introductory Period Employee Policy

I, the undersigned, a newly hired employee of the Texas Military Department, hereby acknowledge that I have been informed that all new employees are on an introductory status for six (6) months.

I also acknowledge that I have been informed my performance of duty will be documented by my supervisor and that I will be informed of any shortcomings. If, during or at the end of the probationary period, my performance is unacceptable my employment may be terminated.

At the end of the first six months, or earlier if separation is justified, a performance appraisal will be rendered recommending retention or separation of employment.

I further acknowledge that during this introductory period, new employees do not have recourse through the grievance process for job performance, except in cases where the employee claims a violation of the law as a reason for termination.

Employee signature

Date

Employee's name (Please print)