
Policy Name: EMPLOYEE POLICY AND GENERAL DEFINITIONS

Policy Owner: Director

Policy Code: 131

Policy Effective Date: January 18, 2017



131.1 – Employee Definitions

The purpose of this policy is to define and clarify terms used within Montana Barber Institute Policy and Procedures Manual as they relate to employees and personnel policies.

131.1.1 – School Employee

Any individual legally employed by Montana Barber Institute.

131.1.2 – Full Time Employee

Full-time employees are those who are regularly assigned to work 40 hours each week.

131.1.3 – Part Time Employee

Part-time employees are those who are regularly assigned to work less than 40 hours each week.

131.2 – General Definitions

131.2.1 – Training Period of Employment

The period designed to help professional and classified employees with job adjustment and to allow both employee and supervisor time to determine whether or not to continue the working relationship.

131.2.2 – Dismissal

Includes involuntary termination, reduction in force, and the end of temporary or long-term employment.

131.2.3 – Supervisor

An individual employed by MBI who has hiring authority, or the authority to make substantial recommendations in the hiring process, and who has a position that directly supervises one or more employees of MBI.

131.2.4 – Probationary Period

A period of clearly communicated time (generally, but not limited to, three [3] weeks to two [2] months) wherein an employee is expected to address and improve performance or any

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aspect of their employment as addressed by their supervisor(s). **Specific employment actions including suspension and/or dismissal can occur at any time during the probationary period if the probationary conditions are not being met by the employee.**

131.2.5 — Voluntary Termination

Occurs when an employee resigns, leaves, or fails to return to MBI of his or her own violation after an approved leave of absence, or is absent from work for more than three (3) consecutive working days without notifying his or her supervisor.