

**INTRODUCTORY PERIOD
POLICY:**

It is the policy of the Agency that all new employees be carefully monitored and evaluated for an initial introductory period of six months and all present employees transferred or promoted to a new job for a period of ninety days. After satisfactory completion of the introductory evaluation period, such employees will be evaluated on an annual basis.

- 1) Supervisors are to observe carefully the performance of each employee in a new job position. Weaknesses in performance, conduct, or attitude are to be brought to the employee's attention for correction. Documentation of training efforts and discussions of issues should be maintained.
- 2) Supervisors are to prepare a written evaluation of the employee's job performance three weeks prior to the end of the six-month introductory period. The evaluation is to include a recommendation to the Executive Director as to whether the employee should continue in the position. The evaluation is to be forwarded to the Human Resources Manager for inclusion in the employee's personnel file.
- 3) Employees not receiving a satisfactory evaluation and endorsement may be given additional time (up to six months) to demonstrate their ability to do the job if the supervisor feels additional time is warranted in order to achieve acceptable job performance and subject to the Executive Director's approval.
- 4) Supervisors may recommend that a newly hired employee be terminated at any time. Such a recommendation for termination should be submitted in writing to the Executive Director for review and should include an evaluation and listing of actions taken to assist the employee. Employees may be terminated by the Executive Director without grievance or appeal rights during their designated introductory period.

- 5) Transferred or promoted employees who are unable to perform satisfactorily during their secondary introductory period (90 days) may, at the discretion of management, be returned to their original jobs, if a vacancy exists, or may be terminated.

- 6) At all times, employment with the Agency is considered to be "at-will" and the employer/employee relationship may be terminated at any time for any lawful reason by either party.

- 7) Introductory employees, if eligible for paid leave, will accrue annual leave immediately; however, they are not eligible to take annual leave prior to the completion of the introductory period. In the event an introductory employee leaves employment prior to the end of the introductory period, the accrued balance will be paid on the final paycheck. **(Refer to Section 502 – Annual Leave)**