

Attachment B

3.040 INTRODUCTORY PERIOD

- a. All newly hired regular employees or former employees who have been rehired enter an introductory period, which is considered an integral part of the selection and evaluation process. During the introductory period an employee is required to demonstrate suitability for the position through actual work performance.
- b. The normal introductory period is six (6) months from the employee's date of hire, or rehire; however, longer periods may be established for positions requiring technical, professional, specialized, unusual, or unique skills or qualifications.
- c. An employee's introductory period may be extended up to an additional six (6) months to properly evaluate the employee's performance. Reasons to extend the introductory period may include, but not be limited to, employee illness or evaluation of marginal performance. The introductory period will not be shortened for any reason and shall not exceed twelve (12) months.
- d. During the introductory period employees accrue vacation and sick leave but non-exempt employees are not eligible to use vacation leave until after completion of six months of employment. Employees with greater than six (6) months employment are eligible to use accrued annual leave with the approval of the Division Director.
- e. When a Department Head determines an employee has satisfactorily completed the introductory period, the Department Head shall prepare a written performance evaluation, which will be reviewed by the Division Director, and then presented to the employee. If the introductory period is satisfactorily completed, the employee will be designated to regular employment status. Successful completion of the introductory period does not affect the at-will nature of employment or create an expectation of continued employment.
- f. When an employee is promoted or transfers to a new position prior to completing his introductory period, it is the option of the new Division Director to require the employee to begin a new introductory period or allow him to complete the period initially started under his prior position.