



INTRODUCTORY PERIOD

I. PURPOSE

To complete the new employee selection process by providing an introductory period of on-the-job work experience by which the new employee and the supervisor shall evaluate employment suitability in terms of knowledge, skill, ability, performance, compatibility, and interest.

II. SCOPE

This policy applies to all employees.

III. POLICY

Employees hired or promoted by the City will be placed in an introductory period of no less than ninety (90) days. The introductory period shall extend beyond ninety (90) days when appropriate and must be approved by the Human Resources Department.

Supervisors will be held accountable for the performance of new employees and for retention of an employee performing below standards.

IV. PROCEDURE

A. During the introductory period, supervisors should closely monitor employees and perform frequent and informal counseling and evaluations. Supervisors are required to keep written records of each significant incident that requires supervisory input during the Introductory Period.

B. Prior to the end of the introductory period, all employees will be reviewed by their supervisor utilizing an Introductory Period Review Form.

C. Termination of Introductory Period

Supervisors may recommend the termination of an introductory employee at any time. A recommendation for termination must be submitted in writing to the



supervisor's Division Director and the Human Resources Department for review. The recommendation should include an evaluation and a list of actions taken to assist the introductory employee. Actions to terminate must have the prior approval of the Division Director and the Human Resources.

D. Completion of Introductory Period

1. *New Hires*

At the conclusion of Introductory Period, the employee's supervisor, through the Division Director and in consultation with the Human Resources Department, will recommend to the City Manager either an extension of the Introductory Period or termination.

The City Manager may grant such an extension, however it shall not exceed thirty (30) days. The employee has no right to request continued introduction, and the City has no obligation to extend the Introductory Period beyond the standard ninety (90)-day period.

2. *Promotions/Transfers*

A supervisor, through the Division Director and in consultation with the Human Resources Department, will recommend to the City Manager an extension of the Introductory Period. Performance will be monitored and addressed according to the City's Corrective Action Policy. See [Corrective Action Policy #450](#).

The City Manager may grant such an extension, however it shall not exceed thirty (30) days. The employee has no right to request continued introduction, and the City has no obligation to extend the Introductory Period beyond the standard ninety (90)-day period.

3. *Continued Employment After Introductory Period*

Upon successful completion of the Introductory Period, the employee shall remain an at-will employee and be evaluated utilizing procedures outlined in this manual.