**SECTION: EMPLOYMENT INFORMATION**

**POLICY:** Introductory Period **EFFECTIVE DATE:** insert date adopted

(Non-Civil Service)

**STATEMENT OF PURPOSE:**

The purpose of this policy is to establish a structured introductory period for newly hired, rehired, transferred, demoted, or promoted employees who are not classified under civil service. This period allows both the employee and the City to assess job performance, satisfaction, and suitability for continued employment.

**DEFINITIONS:**

1. Introductory Period: A designated period of six (6) months during which the performance and suitability of an employee are evaluated.
2. Newly Hired Employee: An individual hired into City employment for the first time or after a break in service.
3. Rehired Employee: A former employee who is re-employed by the City.
4. Transferred Employee: An existing employee reassigned to a different position within the City.
5. Demoted Employee: An employee reassigned to a position of lower rank or pay.
6. Promoted Employee: An employee moved to a position of higher responsibility or pay.
7. At-Will Status: Employment that can be terminated by either the employer or employee at any time, with or without cause.
8. Involuntary Termination: Dismissal initiated by the employer due to performance or behavioral issues.

**APPLICABILITY:**

This policy applies to all newly hired, rehired, transferred, demoted, or promoted employees within the City who are not classified under civil service. It does not apply to employees protected by civil service regulations.

**POLICY:**

1. Introductory Period Duration:
   1. All newly hired, rehired, transferred, demoted, or promoted employees who are not classified under civil service will undergo an introductory period of six (6) months. This period allows the employee and the City to assess job performance, compatibility, and continued employment.
2. Performance Evaluation:
   1. During the introductory period, supervisors are responsible for monitoring employee performance and assessing whether job requirements are being met.
   2. If an employee’s performance is deemed unsatisfactory, supervisors may:
      1. Extend the introductory period with documented justification.
      2. Initiate involuntary termination if the employee does not meet position standards.
3. Termination Process:
   1. Prior to terminating an introductory employee, supervisors must consult with their department director and Human Resources to review performance issues and compliance with the policy.
   2. Employees terminated during their introductory period, whether newly hired or promoted, do not have appeal rights.
4. Reversion to Former Position:
   1. Current employees who are transferred, demoted, or promoted during the introductory period may be returned to their previous positions if those positions are still available.
   2. If the former position is not available, the employee may be subject to reassignment or separation from the City.
5. Extension of Introductory Period:
   1. If additional time is required to assess an employee’s performance, the department director may request an extension in writing to Human Resources.
   2. The request must clearly document the reasons why the extension is necessary and the length of the extension.
   3. The extension must be communicated in writing to the affected employee.
6. Completion of Introductory Period:
   1. At the end of the introductory period, supervisors will conduct a performance review to evaluate the employee’s suitability for continued employment.
   2. Upon satisfactory completion, the employee will be eligible for continued employment but will retain at-will status, meaning they may still be terminated, transferred, or demoted without cause.
7. Restrictions During Introductory Period:
   1. Employees in the introductory period are not eligible for reassignment, promotion, or voluntary transfer.
   2. Exceptions may be made if deemed in the City’s best interest, with approval from both affected departments and Human Resources.

**PROCEDURES:**

1. Onboarding and Initial Review:
   1. New, rehired, transferred, demoted, or promoted employees will be informed of their introductory period during onboarding.
   2. Supervisors will outline performance expectations and review processes at the start of the period.
2. Performance Monitoring:
   1. Supervisors will conduct regular evaluations and provide feedback during the introductory period.
   2. Any performance deficiencies must be documented, and the employee should be informed of areas needing improvement.
3. Performance Review at Completion:
   1. At the conclusion of the six-month period, supervisors will complete a formal performance review, discussing outcomes with the employee.
   2. The review will determine if the employee has met the expectations and whether continued employment is recommended.
4. Termination or Reassignment:
   1. If the employee fails to meet performance standards, supervisors must consult with the department director and Human Resources before making termination decisions.
   2. If a transferred, demoted, or promoted employee fails in the new role, the supervisor will determine whether returning to the former position is feasible.
5. Documentation and Reporting:
   1. All performance reviews, extension requests, and termination justifications must be documented and submitted to Human Resources.
   2. Final decisions regarding employment status will be recorded in the employee’s personnel file.
6. Post-Introductory Period:
   1. After successfully completing the introductory period, employees will continue to work under at-will employment terms, retaining their right to be terminated or reassigned without cause.