

Title: Introductory Period for New Hires
Policy Number: 109
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Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that all new employees should be carefully monitored and evaluated for an introductory period. Employees may be terminated at any time or for any lawful reason during the introductory period.

Comments:

- (1) All new full-time employees shall serve an introductory period of one-hundred eighty (180) calendar days.

Newly hired part-time employees shall serve an introductory period of one-hundred eighty (180) work days.

- (2) Supervisors should prepare a written evaluation of a newly hired employee's job performance at the end of the first ninety (90) calendar days on the job. The evaluation should include strengths and weaknesses in performance, attendance, behavior, or development. The supervisor should also note action to be taken if there is little or no improvement in weak areas.

The evaluation shall be discussed with the employee and copies of the evaluation should be forwarded to the Department Head and the Human Resources Director for inclusion in the employee's personnel file.

- (3) Employees who have completed their introductory period will be allowed to continue in their new positions if they are given both a satisfactory evaluation and their supervisor's endorsement to continue in the job. New full-time employees shall receive a step increase upon successful completion of their introductory period if they were hired at the entry level step of the pay scale. Employees hired above the minimum step shall not receive a step increase until they have completed one (1) full year of service unless authorized by the Board of Supervisors.

- (4) Employees who have completed an introductory period of one-hundred-eighty (180) calendar days who do not receive a satisfactory evaluation and endorsement may be given additional time in thirty (30) day increments to demonstrate their ability to do the job, if the supervisor feels additional time would be beneficial in order to achieve acceptable job performance. If the supervisor does not feel additional time is beneficial, the employee may be terminated.

The employee shall be notified in writing of the extension. The notification of extension shall include the specific period of extension and justification for extension. In cases of extension for performance reasons, the employee shall be provided specific performance improvement requirements. If job performance does not improve, the employee may be terminated at any time during the extension period. Notification of extension shall be accomplished before the expiration of the introductory period.

Step increases may be waived if a new employee's introductory period is extended for any reason. New employees whose introductory period has been extended shall receive their step increase upon successful completion of the extended introductory period.

- (5) Employees in their introductory period shall receive paid holidays and funeral leave. Employees become eligible for the health, dental, life and long term disability insurance programs, the first of the month following thirty (30) days of employment. Newly hired employees are not eligible to utilize paid sick leave and vacation benefits until they have successfully completed their initial introductory period including any extensions.
- (6) Completion of the introductory period in no way implies a contract of continued employment with Pottawattamie County nor does it create a property of interest in employment with Pottawattamie County. At all times, including after successful completion of the introductory period, employment with the County is considered to be "at-will," and the employment relationship may be terminated at any time for any lawful reason by either party.