

Introductory Period

Summary

An introductory period is for the benefit of both the new employee and the college. It is intended as an opportunity for the college to closely evaluate new employees and for new employees to closely evaluate their new working environment. It is used to smoothly transition employees into their new positions. There is an introductory period for all new hires, as well as for those employees who have transferred or have been promoted to a new position. Continued employment is contingent upon the successful completion of a three-month introductory period for nonexempt employees and a six-month introductory period for exempt employees and the ability to successfully meet the requirements of the job thereafter. An evaluation of performance is provided by the employee's supervisor at the conclusion of the introductory period. The introductory period may be extended by the department at its discretion. An employee may be terminated for unsatisfactory performance or failure to meet the college's expectations at any time during the introductory period. Successful completion of an introductory period does not change the at-will nature of the employment relationship.