

INTRODUCTORY PERIOD

I. PURPOSE

To ensure that all newly hired and promoted employees meet acceptable performance and other standards during their introductory period in order to be retained as employees of the city.

II. POLICIES AND PROCEDURES

This policy establishes introductory period requirements for all City departments.

It is the purpose of the introductory period to provide a time by which both employee and the City can decide whether to continue regular employment. Introductory employees and City supervisors should therefore utilize this time to examine all aspects of the job and the respective conduct of the employee and the City, as well as actual performance of duties and/or choice of action.

A. INTRODUCTORY PERIOD

Every person initially appointed to or promoted in City service under a regular appointment shall successfully complete an introductory period.

1. Non-Civil Service Employees

Employees shall serve up to a 90 day introductory period.

2. Civil Service Employees

Employees shall serve an introductory period in accordance with state laws.

3. Unsatisfactory Performance

Unsatisfactory introductory -period performance can occur at any time within the introductory period. Unsatisfactory introductory period performance is not part of the disciplinary process.

- a. Prior to dismissal of an introductory employee, a Department Director shall consult with Human Resources Director or his/her designee. Employees who are in "introductory period" status do not have grievance rights.
- b. A promoted employee with unsuccessful introductory period performance may return to his/her former job type, provided a position is available.

4. Personnel Transactions

Newly hired employees are not eligible for promotion, lateral transfer or voluntary demotion during the introductory period. Exceptions may be granted by the Manager when such promotion, lateral transfer or voluntary demotion is in the best interest of the City.

III. APPENDICES

- A. Employee Orientation Check Sheet
- B. Supervisory/Worksite Information

**CITY OF HARLINGEN
EMPLOYEE ORIENTATION CHECK SHEET**

The following named new employee has been given an introduction orientation on the subjects specified:

EMPLOYEE: _____ **DEPARTMENT:** _____

**EXPLANATION OF BENEFITS
AND PROCEDURES**

Benefits

- _____ Health/dental insurance programs
- _____ Optional vision care plan
- _____ Life insurance programs
- _____ Medicare participation
- _____ Worker's Compensation
- _____ Retirement programs
- _____ Vacation
- _____ Sick leave
- _____ Holidays
- _____ Qualified Leave
- _____ Well Pay

Personnel Regulations

- _____ Availability of rules
- _____ Disciplinary action
- _____ Grievance

Pay System

- _____ Pay procedure
- _____ Deductions (effective dates)

Other Information

- _____ Employee Assistance Program
- _____ Tuition reimbursement
- _____ Deferred compensation
- _____ NAFTA Credit Union
- _____ Service Awards
- _____ Discount programs
- _____ United Way
- _____ Bulletin Boards

Performance Planning Evaluation

- _____ Purpose and length
- _____ Status during introductory period

Promotional Procedures:

- _____ Job announcements
- _____ EEO policy

Employee Date

Person Performing Orientation Date

