

Warren-Newport Public Library District **Staff Manual**

205 Introductory Period

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The introductory period is intended to give new employees the opportunity to demonstrate their ability to perform at a satisfactory level and to determine whether the new position meets their expectations. The Warren-Newport Public Library District (WNPLD) uses this period to evaluate employee capabilities, work habits, and overall performance. THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT IS AN AT-WILL EMPLOYER. Either the employee or WNPLD may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within WNPLD must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If WNPLD determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within WNPLD, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the needs of WNPLD.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" or "part-time" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other WNPLD-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Benefits eligibility and employment status are not changed during the secondary introductory period that results from a promotion or transfer within WNPLD.