

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Employment Policy
Number: 302
Approved: March 10, 2005, supersedes prior policy
Subject: INTRODUCTORY PERIOD

1. **GENERAL:** The introductory period for all new and newly promoted or transferred employees shall be six (6) months. At the midpoint and end of the six (6) month introductory period, the employee's performance will be evaluated. The department head, in consultation with the employee's supervisor, will notify the employee whether or not he/she has successfully completed his/her introductory period. If an introductory employee does not successfully complete this period, the employee may be dismissed without prejudice, or the introductory period may be extended for an additional three (3) months. If the employee successfully completes the introductory period, he/she will be continued as a regular employee.

If a promotion or transfer occurs while an employee is on an introductory period, this period will be extended to permit a period of a full six (6) months in the new position.