

## POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 104.02
SUBJECT: EMPLOYEE DEVELOPMENT	INITIAL EFFECTIVE DATE: 04/19/88
TITLE: INTRODUCTORY PERIOD	LAST REVISION DATE: 10/01/2009

### POLICY STATEMENT:

Every person appointed to a regular position (full-time and part-time) in the service of the City shall be required to successfully complete an introductory period of one (1) year. During the introductory period, the supervisor shall closely observe and evaluate the work of all new employees and encourage their effective adjustment to the position by providing necessary training, coaching and orientation in order to determine the advisability of continued employment. A supervisor may release the employee from his/her introductory period if the supervisor determines that the employee is exhibiting the knowledge, skills, and abilities to be successful in the employee's position, department and the City of Denton.

The purpose of this policy is to allow the employee's supervisor: 1) to train, instruct, review, and counsel the employee in the operations of the department, the expectations of the supervisor, and the performance level required and 2) to identify and correct inadequate performance.

**The successful completion of an introductory period should not be construed as creating a contract of employment or as guaranteeing employment for any specific duration or as establishing a "just cause" disciplinary or termination standard.**

### ADMINISTRATIVE PROCEDURES:

- I. Throughout the introductory period, the employee's supervisor should continually assess his/her performance to determine the advisability of continued employment. The supervisor should coach or counsel the employee on the supervisor's expectations of performance and behavior. The supervisor is to use and administer the Discipline Action policy number 109.01 to document inadequate performance of the introductory period employee. If, at any time during the introductory period, the supervisor should determine that the employee cannot successfully master the duties of the position, the supervisor shall complete a request for termination and forward it to the Human Resources Director. The Human Resources Director or his/her designee will then review the supervisor's request for termination.
- II. If an employee is absent for 30 days or more during the introductory period, the introductory period may be extended by the amount of time the employee was absent to be equivalent to one year of performance.

If an employee is placed on a Managed Action Plan (MAP) in accordance with Policy No. 109.01

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(Disciplinary Action) and that MAP's ending date is later than one year after the employee's hire date, the Introductory Period will automatically be extended to the ending date of the MAP.

An employee who leaves a regular position with the City and is reemployed shall be considered a new employee and serve the one (1) year introductory period under the same conditions.

Benefit accruals and eligibility will be deferred in accordance with the leave without pay policy (111.08).

- III. Any employee (regardless of the introductory period) will have the opportunity to apply for promotion or transfer.
- IV. An employee may be released from his/her introductory period status after six months of employment with the City of Denton if the employee's supervisor, after reviewing the employee's performance, determines that the employee exhibits the necessary knowledge, skills, and abilities required to be successful in his/her position, department and the City of Denton. If the supervisor determines to release the employee from his/her introductory period, the supervisor shall prepare a memorandum to Human Resources detailing the reasons why and forwarding it to Human Resources. The supervisor shall also copy in the employee on the memorandum as well as the next level supervisor.
- IV. Civil Service employees are governed by Chapter 143 of the Texas Local Government Code, Vernon's Codes Annotated and any Meet and Confer Agreement that may be effective during the time of their employment with the City of Denton. This statute is available for review in the Denton Public Library and the Departments of Fire, Police, and Human Resources.
- V. An employee who leaves a regular position with the City in order to actively serve in the United States armed forces shall be reemployed with the City of Denton if the employee complies with all provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA).

The conditions of the preceding paragraphs will be applied as required by applicable federal and state laws.