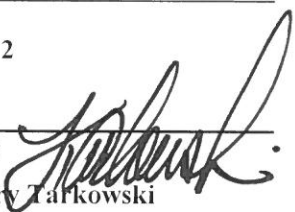


**TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES**

Subject:		File Under Section:	
INTRODUCTORY PERIOD		PERSONNEL	
Effective Date:		Number:	Page:
July 1, 2017 Res. No. 2003		2-02	1 of 2
Supersedes:		Approved By:	
September 23, 2002 Res. No. 1117, 8/22/2002		 Larry Tarkowski Town Manager	
		Date: 6-23-17 /S	

1.0 POLICY

1.1 All appointments with the Town of Prescott Valley shall be subject to the satisfactory completion of an introductory period. This applies not only to the first appointment of a new employee but also to any subsequent appointments in connection with rehire, a promotion, transfer or demotion except for those transfers or demotions that result from a reduction in force. The introductory period shall be regarded as an integral part of the selection process. It shall be utilized for closely observing the employee's work; for securing the most effective adjustment of a new, promoted, transferred, or demoted employee; and for screening out any employee whose performance or conduct is not satisfactory.

2.0 PURPOSE

2.1 To establish a policy regulating the actions that may be taken with respect to and during the introductory status of any employee.

3.0 APPLICABILITY

3.1 All Town of Prescott Valley employees.

4.0 REFERENCE

N/A

5.0 PROCEDURES

5.1 Length of Introductory Period.

5.1.1 The introductory period shall be calculated based on calendar months of service following hire or transfer date from an eligible employment list.

5.1.2 The normal introductory period is one (1) year for police officers, 90 days for seasonal staff and six (6) months for all other employees.

5.1.3 Any approved leave without pay and/or injury leave in excess of seven (7) calendar days taken during the introductory period will extend the introductory period proportionately.

5.2 Initial Performance Appraisal – New Employee(s).

5.2.1 The supervisor shall complete a written evaluation of the work performance of a new employee at least fourteen (14) calendar days prior to the expiration of an employee's introductory period.

5.2.2 The initial performance appraisal is designed for the supervisor to:

- a. Introduce the new employee to the performance appraisal process;
- b. Provide an initial evaluation of the employee's progress and overall work performance since date of hire;
- c. Determine whether the employee should be:
 - 1) Classified as non-introductory upon satisfactory completion of the introductory period;
 - 2) Continue on an introductory period not to exceed six months;
 - 3) Dismissed.

5.3 Dismissal During Introductory Period.

5.3.1 At any time during the initial, promotional, transfer or extended introductory period the department director may recommend to the Town Manager the discharge of that employee. Such dismissals may be made without reason.

5.3.2 Employees dismissed during the introductory period or at the end of their temporary seasonal appointment shall not have recourse to any established procedure hereunder except in cases of alleged discrimination.

5.4 Eligibility For Benefits.

5.4.1 Employees serving an introductory period shall be eligible for employee benefit plans in accordance with established plan guidelines unless otherwise stated in the Town of Prescott Valley Policies and Procedures.