


Category:	Human Resource Administration	INCA Community Services Personnel Policy 
Sub Category:	Services	
Effective Date:		
Revised Date:	3/2012, 9/17	
Forms:		
Responsible: All supervisors		

Introductory Period Policy

Policy

This policy serves as guidelines for the introductory period of all new staff. Each new employee will be subject to a 90 day introductory period and once the period is complete they will become a permanent employee.

During the introductory period the agency may terminate an employee who is not doing well at their job or is otherwise deemed not suitable for a particular position without the right to appeal the termination.

Purpose

INCA has an introductory period of time for all new employees to learn their job duties and responsibilities. During the introductory period after the hire of an employee the agency and the new employee evaluate whether a successful employment relationship can be created.

- The employer determines whether the employee has the skills and other qualifications needed to succeed.
- The employee uses the period to evaluate whether he or she is a good match for the position and the agency.

Procedures

- The introductory period commences from the date of employment.
- Introductory employees become permanent upon 90 days from hire date.
- No benefits will be available for use during the first 90 days.
- Termination must be effective before the end of the introductory period or the employee will become permanent.
- Once an employee is permanent they will qualify for all leave and benefits.
- Performance and disciplinary issues must be handled according to the agency's progressive discipline policy once an employee becomes permanent.
- Introductory employees who are required to be absent from duty for thirty continuous or more days due to sickness, or other valid and authorized reasons; will have their introductory period extended for the same number of calendar days. Such absence must not cause any undue stress to the program and be authorized by the Executive Director.

Guidelines

- All new hires and rehires will report to the Human Resource Director or designated

personnel for onboarding before they report to their work position.

- During the introductory period each new employee will participate in a new employee orientation.
- Most positions require “on the job” training. It is the responsibility of each program to provide new employees with the proper new employee job duties orientation, training schedule, and responsibilities.

Definitions

Orientation - an introduction, as to guide one in adjusting to new surroundings, employment, or an activity.

Onboarding - the action or process of integrating a new employee into an organization or familiarizing a new customer or client with one's products or services.

Dissemination of Policy

The policy will be made available to all employees through the agency’s website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.