

Description:	INTRODUCTORY EMPLOYMENT PERIOD POLICY	Policy Number:	
	WINNEBAGO COUNTY	Revision Date:	1/26/12
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POLICY

The County of Winnebago recognizes that it is to the benefit of the County, its citizens and newly-hired employees to have the opportunity to become familiar with the capabilities of the new employee as well as with the expectations and requirements of the position following hire. For that purpose, an introductory employment period has been established.

SCOPE

This policy applies to every employee of Winnebago County, including elected officials. Provided, however, that if there are provisions in a collective bargaining agreement that conflict with the provisions of this policy as applied to an employee subject to that agreement, the agreement shall control.

POLICY AND PROCEDURE

New employees have a ninety (90) day introductory employment period of adjustment to learn about the County of Winnebago and their job responsibilities. During this time employees will have an opportunity to find out if they are suited to, and enjoy, their new positions.

Additionally, the introductory employment period gives each employee’s supervisor a reasonable period of time to evaluate the employee’s performance and to determine if the employee appears to possess the attitude and skills necessary to meet the required standards and expectations of the position. Only periods of active employment are counted in determining whether the introductory period has been satisfactorily completed.

The immediate supervisor will use the introductory period to assist employees in adjusting to their new position and for their orientation and training. Employees may be terminated at any time during this period if the supervisor concludes that they are not progressing or performing satisfactorily. There may be times when the introductory period may be extended. Additionally, the successful completion of this introductory period does not change the at-will nature of the employment relationship.

At the end of the introductory employment period, the supervisor will conduct a performance evaluation.