

Title: Introductory Period for New Hires
Policy Number: 109
Effective Date: November 8, 2024
Authorized by: Pottawattamie County Board of Supervisors

Policy:

It is the policy of Pottawattamie County that all new employees should be carefully monitored and evaluated for an introductory period. Employees may be terminated at any time or for any lawful reason during the introductory period.

Comments:

- (1) All new full-time and part-time employees shall serve an introductory period of one-hundred eighty (180) calendar days.
- (2) Supervisors should prepare a written evaluation of a newly hired employee's job performance. The evaluation should include strengths and weaknesses in performance, attendance, behavior, or development. The supervisor should also note action to be taken if there is little or no improvement in weak areas.

The evaluation shall be discussed with the employee and copies of the evaluation should be included in the employee's personnel file.

- (3) Employees who have completed their introductory period will be allowed to continue in their new positions if they are given a satisfactory evaluation.
- (4) Employees who have completed an introductory period of one-hundred-eighty (180) calendar days who do not receive a satisfactory evaluation, and endorsement may be given additional time in thirty (30) day increments to demonstrate their ability to do the job, if the supervisor feels additional time would be beneficial in order to achieve acceptable job performance.

The employee shall be notified in writing of the extension. The notification of extension shall include the specific period of extension and justification for extension. In cases of extension for performance reasons, the employee shall be provided specific performance improvement requirements. Notification of extension shall be accomplished before the expiration of the introductory period.

- (5) Employees in their introductory period shall receive all benefits. Employees become eligible for insurance programs, the first of the month following thirty (30) days of employment.
- (6) Completion of the introductory period in no way implies a contract of continued employment with Pottawattamie County nor does it create a property of interest in employment with Pottawattamie County. At all times, including after successful completion of the introductory period, employment with the County is considered to be “at-will,” and the employment relationship may be terminated at any time for any lawful reason by either party.