

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Recruitment, Selection and Termination
Section 206 – Introductory Period

1. General Information

- a. The Introductory Period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Partnership for Children of Cumberland County, Inc. (PFC) uses this period to evaluate employee capabilities, work habits and overall performance.

2. Policies

- a. Either the employee or PFC may end the employment relationship at will at any time during or after the Introductory Period, with or without cause or advance notice.
- b. All new and rehired employees work on an introductory basis up to 90 calendar days after their date of hire.
- c. Employees who are promoted or transferred within PFC must complete an Introductory Period of the same length with each reassignment to a new position.
- d. During the Introductory Period, employees may be required to provide PFC with an official transcript verifying their educational credentials.
- e. Any significant absence, as determined by the department director and/or the President, will automatically extend an Introductory Period by the length of the absence. If PFC determines that the designated Introductory Period does not allow sufficient time to thoroughly evaluate the employee's performance, the Introductory Period and/or performance evaluation may be extended for a specified period.
- f. After the Introductory Period, new employees and employees who are promoted or transferred within PFC will have a performance conversation with their supervisor. (See HR 302 for details on performance conversations.)
- g. New employees may accumulate vacation and sick leave, but are not eligible for paid vacation during the Introductory Period. Exception: PFC is closed for one week between Christmas and New Years Day each year. While in the Introductory Period, employees may use accrued vacation leave during this holiday closing.
- h. During the Introductory Period, new employees are covered by those benefits that are required by law, such as workers' compensation insurance and Social Security and Medicare (funded by the Federal Insurance Contribution Act (FICA)). After becoming regular employees, they may also be eligible for other PFC-provided benefits, subject to the terms and conditions of each benefits program, as detailed in the Benefits Section of this manual.
- i. Employees who have completed 12 months of service and are terminated and re-hired may participate in the 401(K) ERP immediately upon re-hire.
- j. Benefits eligibility and employment status are not changed during the Introductory Period when an employee is promoted or transferred within PFC.
- k. Employees selected for lateral transfers (same pay grade or same title) will retain

**Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures**

**Employment Information – Recruitment, Selection and Termination
Section 206 – Introductory Period**

their original anniversary date.

- I. When a job description is revised, a second Introductory Period is not warranted for the employee filling that position.