



# ZION-BENTON PUBLIC LIBRARY

## INTRODUCTORY PERIOD

The introductory period for a new employee is six months. During this period, you have an opportunity to evaluate the Library as a place to work, and the Library has an opportunity to evaluate you as an employee with regards to your work, skills, attendance, punctuality, performance in the job, and other job-related criteria. The Library may not follow progressive discipline for rule violations or performance issues occurring during the introductory period.

Oral and written appraisals of performance will typically be made by the employee's supervisor during this period. At the close of the six months, a written appraisal will generally be done by the supervisor and discussed with the employee.

Introductory status is simply an administrative designation. It does not mean that an employee has a permanent job after completing the introductory period and is not in any other way inconsistent with the Library's employment-at-will policy. At any time during the introductory period and after the conclusion of the introductory period, you may be terminated.

Reviewed 4/30/2024