

103 – INTRODUCTORY PERIOD

- A. The introductory period is a period of time used to evaluate whether an employee is able to meet the performance requirements of the position for which the employee has been hired.
- B. A new regular employee, except a law clerk, is eligible for a salary increase on the successful completion of the introductory period.
- C. All employees in the introductory period are at will employees.
 - 1. At will employment is employment that may be terminated by the Court System or an employee at any time without cause, notice, and the right to use the Dismissal or Reduction in Force Appeal process of the Conflict Resolution policy.
 - 2. A supervisor must seek approval from the employee's appointing authority and guidance from the Human Resource Director whenever the supervisor plans to terminate employment or extend the introductory period.
- D. The following additional provisions apply:
 - 1. All new regular employees will be on an introductory period for at least six months following their employment, except:
 - a. Judicial referees will be on an introductory period for one year.
 - b. Employees in positions that require becoming TQAP and AAERT CER certified and pass the CET knowledge exam, AAERT CER and CET certified or CER certified will be on an introductory period until all certification requirements have been met, but at least six months.
 - 2. An employee's introductory period starts on the first day of employment and ends on the 15th of a month. Introductory periods that start between the 1st and 15th of a month, end on the 15th of the introductory period end month. Introductory periods that start between the 16th and the 31st of a month, end on the 15th of the following month of the introductory period end month.
 - 3. During the introductory period, a supervisor will continually review the performance and suitability of the new employee. Whenever the new employee fails to show satisfactory progress and demonstrate work habits and an aptitude necessary for success in the job, the supervisor may initiate action to terminate employment. At the end of the introductory period, a supervisor must complete an introductory period evaluation form and make a decision to conclude the introductory period or terminate employment.
 - 4. If the initial introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period up to six months. The employee must be notified of an extension on the introductory period evaluation form.