

Subject: Classified Staff Introductory Period

Board Policy Reference: DDA (LOCAL) Personnel Positions – Qualifications and Duties

CLASSIFIED STAFF INTRODUCTORY PERIOD

All employees hired within the guidelines of the Classified Personnel Schedule shall serve an introductory period of ninety (90) calendar days from the date of hire. An employee can be terminated for any reason during the introductory period at the recommendation of the supervisor with the concurrence of the Associate Vice President, Finance and Human Resources and the approval of the President. Completion of the period does not alter the employment-at-will relationship. Introductory employees can accumulate vacation and sick leave during this period.