



Jefferson County Emergency Services Agency Administrative Policy

AP 1060

Page 1 of 1

Introductory Period

Board Approval:

R M Kelley

Date: 4/26/16

All new JCESA Full Time employees, including part time employees who transfer to full time status, will serve an introductory period of six months. During this period the employee will complete their orientation process as described in policy 1070.

The introductory period allows the employee and management to determine whether the employee is a good fit for JCESA and vice versa. Supervisors will utilize this time to evaluate the employee's ability to complete the required tasks, perform in emergency situations, complete administrative assignments, demonstrate interpersonal skills, and meet the overall high expectations of JCESA field providers.

During the introductory period the employee may be dismissed from employment at the discretion of the Director, if s/he believes the employee is not suitable for continued employment, without initiating any lesser disciplinary action.

At the conclusion of the introductory period, if the employee has performed satisfactorily, s/he will be awarded regular full time status with all rights and benefits defined in the JCESA Administrative Policies.

The length of the introductory period may be reduced at discretion of the Director for any part time employee converting to full time status who has been with the agency greater than one year and completed the employment orientation process.