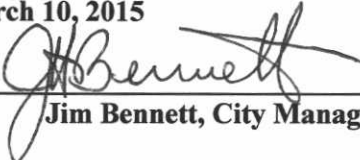


ADMINISTRATIVE POLICY: 15-01
SUBJECT: Employee Introductory Period
DATE ISSUED: March 10, 2015

DATE EFFECTIVE: March 10, 2015

APPROVED:



Jim Bennett, City Manager

SECTION ONE: PURPOSE

The purpose of this policy is to establish the duration of the introductory period for all City of Lewiston employees hired or promoted upon or after the effective date of this Administrative Policy.

SECTION TWO: BACKGROUND

The introductory period allows the City to observe the work of a newly hired or promoted employee, to assist them in adjusting to their new position and, if needed, to terminate their employment if their employment does not meet the acceptable standards of work for their position.

The present introductory period for newly hired or promoted City employees is six (6) months. This also applies to employees acting in an “acting” or “interim” capacity. The six (6) month introductory period may be extended for an additional six (6) months. A performance evaluation for each such employee is then prepared at the end of the introductory period.

During the introductory period, an employee may be released at any time without cause by the City Manager. In the case of a promoted employee, they may be returned to their previous position or another position for which the employee is qualified if the position is available. If not, they will be released from City service.

SECTION THREE: IMPLEMENTATION

Accordingly, upon and after the effective date of this administrative policy, the introductory period for newly hired or promoted employees shall be one (1) year. There shall be no extension of the one (1) year introductory period. Employees in an “acting” or “interim” capacity may have their time serving in that capacity credited toward the introductory period if they are hired permanently for that position.

This administrative policy applies to all regular City employees, permanent or part-time, except as otherwise specified within any collective bargaining agreement currently in force.

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