

## **PROCEDURE 601-1**

### **INTRODUCTORY PERIODS**

**Effective 05-01-2021, Resolution No. 014-21**

The initial Introductory Period is six months. Supervisors and managers are expected to provide regular guidance and feedback to employees during the Introductory Period to help the employee succeed in the new position. If the employee is not meeting the established standards for the position, the Introductory Period may be extended up to an additional six months. Departments/agencies/offices should consult the Department of Human Resources prior to extending the Introductory Period.