Town of Discovery Bay		
Program Area: Administrative	**Policy Name:** Intro Period New Employees	**Policy Number:** 016
Date Established: January 2, 2013	**Date Amended:** N/A	**Resolution:** 2013-01

I. PURPOSE

This policy establishes an introductory period for newly hired employees.

II. AUTHORITY

This has been approved by the District for use in matters regarding new hired employees.

III. GUIDELINES

- Industry "best practices" recommends a time period of an established duration for employers to assess the job functions and the necessary skills of newly hired employees.

- A 180 day Introductory Period for newly hired employees is an appropriate period of time for a new hire evaluation.