



## Town of Discovery Bay

<b>Program Area:</b> Administrative	<b>Policy Name:</b> Intro Period New Employees	<b>Policy Number:</b> 016
<b>Date Established:</b> January 2, 2013	<b>Date Amended:</b> N/A	<b>Resolution:</b> 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.