

NUMBER: 395  
SUBJECT: INTRODUCTORY PERIOD OF EMPLOYMENT  
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### **395.1 – POLICY**

The introductory period of employment is the initial three (3) to six (6) months of employment for benefits eligible employees at Bridgerland Technical College. This time period is to help employees adjust to their jobs and to allow both the employee and supervisor time to determine whether or not to continue the working relationship. In the event it is not possible to facilitate a working relationship within the introductory period, there is no obligation on the part of the employee or supervisor to continue employment.

During the introductory period, benefits eligible employees will be eligible for all employee benefits. Employees, however, may be terminated at any time during this period with or without cause for any lawful reason and without the right to a grievance hearing.

### **395.2 – PROCEDURES**

#### **395.2.1 – Evaluations During Introductory Period**

Evaluations should be given throughout the introductory period to give an employee feedback about his/her performance in the new position. The schedule for those evaluations and performance criteria for each position should be established by the supervisor during the first week of employment. These evaluations should conform to the procedures outlined in the College's Performance Appraisal Procedures (Section 300.329 of the Policy Manual).

#### **395.2.2 – Interruption of Introductory Period**

The introductory period of employment cannot be accomplished during an approved leave of absence (i.e., for medical reasons). An introductory period interrupted by an absence of one (1) week or longer will be extended by the length of the absence.