

Campbell County Fire Department Policy

General Administration

Introductory Period



900.205

PURPOSE:

It is the policy of the Fire department that all new employees and all present employees transferred or promoted to a new job are to be monitored and evaluated for an initial introductory period on the job. Generally the introduction period will be a minimum of three months and a maximum of twelve months in length as determined by the department supervisor on a position-by-position basis. After satisfactory completion of the Introductory Period, employees will be evaluated as provided for in the Performance Appraisals policy (See Policy 900.302, Performance appraisals).

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. Supervisors are to observe the performance of each employee in a new job position. Where appropriate, deficiencies in performance, conduct, or behavior are to be brought to the employee's attention for correction.
- B. The Introductory Period may differ for each position within the Fire Department. New or transferred employees are encouraged to meet with the administrator and become familiar with the timeframe.
- C. Supervisors are to prepare a written evaluation of the employee's job performance by the end of the Introductory Period on a new job. Each evaluation is to include a recommendation as to whether the employee should continue in the position. Copies of the evaluation are to be forwarded to the financial management office for inclusion in the employee's personnel file. Depending upon budgetary constraints, an end of introductory period salary adjustment may be made at the discretion of the Fire Chief.
- D. Employees will be allowed to continue in their new positions if they are given both a satisfactory evaluation and receive their supervisor's endorsement to continue in the job. Employees not receiving such satisfactory evaluation and endorsement may be given additional time to demonstrate their ability to perform the job if the supervisor feels additional time is warranted in order to achieve acceptable job performance.
- E. Supervisors may recommend the termination of employment of an employee within the introductory period. Such a recommendation for termination should be submitted in writing to the Fire Chief for review and should include an evaluation,

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and any actions taken to assist the employee. Action to terminate must have the prior approval of the Fire Chief.

- F. Transferred or promoted employees who are unable to perform satisfactorily in their new jobs may, at the discretion of management, be returned to their original jobs, if a vacancy exists, or may be terminated. However, there is no guarantee of return to a previous position once a transfer or promotion has occurred.
- G. At all times, including after successful completion of the introductory period, employment with the Fire Department is considered to be "at-will," and the employer/employee relationship may be terminated at any time for any lawful reason by either party.

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