



E-012

Richmond Heights Memorial Library EMPLOYEE INTRODUCTORY PERIOD

Each new employee must serve a six (6) month introductory period, beginning on employee's "Benefit Date." The introductory period is a time during which training and evaluation commence. Continued employment is contingent upon a favorable performance evaluation at the end of the introductory period.

The initial introductory period can be extended if deemed necessary by the Library Director.

At any time during the introductory period, an employee may be dismissed if the employee is unable or unwilling to perform the duties of the position satisfactorily, or the employee's attitude, work habits or dependability does not merit continuation of employment as determined solely by the Library.

An employee must complete their initial 6-month introductory period before applying for another position unless the Library Director agrees to make an exception. An employee who transfers or is promoted to a position involving major changes of responsibility may be required to serve another 6-month introductory period.

Adopted by the RHML Library Board of Trustees September 20, 2021