

CITY OF GRAND PRAIRIE

HUMAN RESOURCES POLICIES AND PROCEDURES

Section A: **EMPLOYMENT**
No. 05 **Introductory Period**
Revised and Approved: **1/23/20**

1.0 Purpose:

- 1.1 This policy outlines the introductory period expectations for newly hired, re-hired, promoted, demoted and transferred employees in full-time and part-time positions.

2.0 Scope:

- 2.1 All full-time and part-time employees.

3.0 Policy:

- 3.1 All full-time and part-time employees, except for those noted in (a) and (b) below, shall serve an initial introductory period of six (6) months from the date of employment.
 - a. Police Communication Specialists and City Marshals shall serve a one-year introductory period.
 - b. Police Officers and Fire Fighters who are hired into their respective departments serve a minimum one-year and up to 18-month introductory period in accordance with Chapter 143 of the Texas Local Government Code and the Local Civil Service Rules.
- 3.2 The introductory period is designed to give the employee time to learn the position and to give the supervisor time to evaluate the employee's potential and performance. During the established introductory period, the City reserves the right to retain employees meeting performance standards or to terminate the introductory employee for any reasons deemed sufficient by the City.
- 3.3 Performance discussions are recommended during the course of the initial introductory period to assess performance and communicate expectations.
- 3.4 Introductory employees not meeting supervisor expectations should be released/terminated as early as possible if counseling occurred, but sufficient improvement was not made and sustained.
- 3.5 All full-time and part-time employees (non Fire Fighter or Police Officer) who are transferred, promoted or demoted into another position in the same or different department may, but are not required, to serve an introductory period of ninety (90) days from the date of transfer, promotion or demotion.
 - a. An employee promoted, demoted, or transferred, who fails to perform successfully in the new position within 90 days, may be provided an opportunity to return to the prior position ONLY if the position is still vacant and such is agreed to by the former manager/department.
 - b. Such restoration is not required and remains the discretion of that Department Director and/or hiring supervisor.
 - c. If allowed, such action may include restoration of the employee's former salary and all other benefits to which the employee would have been entitled had the promotion not occurred.
 - d. If the employee is not afforded the opportunity to return to the former position, the department proceeds with disciplinary action up to and including termination as

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with any other non-performing employee.

- 3.6 Employees terminated shall be notified in writing and the draft document reviewed and approved by Human Resources.
- 3.7 A copy of the final document issued shall be forwarded to Human Resources Department for placement in the personnel file.
- 3.8 The manager shall finalize the termination via normal processing in Lawson Manager Self-Service.
- 3.9 There is no appeal right for an employee who is terminated during their respective introductory period.
- 3.10 Extensions to an introductory period are not recommended. However, if approved by Human Resources, no more than one extension of an initial six-month introductory period may be granted and the extension shall be minimal in additional time.

4.0 Appendices: None.