



## **Board Policy 405: Initial Employment Period**

### **Personnel**

An employee's first 90 days of employment are considered an introductory period. This introductory period will be a time for building relationships with fellow employees, managers, and the responsibilities involved in the position, as well as becoming familiar with IVCCD's culture and mission. Managers will work closely with each employee during this period to help them understand the requirements and processes of their position, and employees should feel free to ask as many questions as needed to get up to speed.

At the end of the introductory period, the employee and their manager will meet to discuss how things are going. Employees are encouraged to share their thoughts and concerns, both about the position and the company as a whole.

Employees who are rehired into the same or similar position after less than a year of separation will not have a second introductory period.

Completion of the introductory period has no impact on the at-will employment relationship; it does not guarantee continued employment or that an employee will only be terminated for cause.

Date of Review: May 14, 2025

Date of Revision: May 14, 2025

Date of Adoption: September 9, 2009

Legal Reference

None

Related Administrative Rules and Regulations

None

Revision History

October 10, 2018

Previously Board Policy 404