

**Subject: Introductory Period**  
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## **POLICY**

As a new employee, you will have an introductory period of six (6) months, which is a continuation of the selection hiring process. The introductory period provides the Nation a further opportunity to evaluate you in terms of the requirements of your new job. During your introductory period, Full-time employees will be eligible for holiday leave and administrative leave. You will accumulate sick and annual leave, but an employee is not eligible to use sick or annual leave until completion of your introductory period. Part-time employees are not eligible for benefits except for Administrative Leave.

At the end of the Introductory Period, the employee's supervisor will prepare and conduct a written performance evaluation and the terms of subsequent employment will be determined. The employee may be granted regular employment status, an extension of the introductory Period, or termination of the employment relationship. If mutually agreeable, the employee is advised of an appointment to regular status. Completion of the Introductory Period does not constitute a change in the at-will employment relationship nor does it constitute an express or implied contract for continued employment.

Employees who meet or exceed the performance standards shall be retained in their position. An employee that is unable to achieve the performance standards may be terminated at any time during the introductory period or transferred to a fitting position.

Within the first week of employment, the employee will be provided:

1. A copy of the Organizational Chart clearly indicating their chain of command
2. Job/position description
3. Orientation
4. Special Training (if necessary)
5. Policies & Procedures for Government Employees
6. Standards of performance

The Human Resources department shall notify the immediate supervisor, to submit a written evaluation and recommendation to the Chair at least one (1) week prior to the employee's eligibility to be placed in a regular, employment status.

The following recommendations may be made:

1. That the employee be given regular status based on satisfactory performance.
2. That, based on unsatisfactory performance, but likelihood of improvement, or because of unusual circumstances, the employee's introductory period will be extended for a period not to exceed six (6) months, at which time the employee will be re-evaluated.
3. That the employee be dismissed, based on unsatisfactory performance, or,
4. That the employee be demoted or returned to a former position, if available, based on unsatisfactory performance.

The Chair will receive the recommendation, the supervisor will be given a copy of the recommendation, and a copy will be placed in the employee's personnel file. Additionally, employees transferring or being promoted to other positions within the Nation shall be subject to a new ninety (90) day introductory period, during which all provisions of the initial introductory period apply. All forms of leave will continue to accrue and may be used during this period.