

EMPLOYMENT STATUS AND CHANGES

8.7.1 Introductory Period

There is a six month introductory period for both full and part-time employees following appointment to a new position. Depending upon the performance of the employee, the introductory period may be extended for an additional three month period at the discretion of the department head. During this initial period, there is a continuous evaluation of the employee's performance and the Library's need for his or her services.

New employees whose job performance does not meet minimal job requirements or who do not make adequate progress may be terminated at any time prior to completion of the introductory period. New employees may not take vacation leave during the initial or extended introductory period without the approval of their Department Head. However, the start date for all benefit accruals and length of service is the beginning date of employment.

8.7.2. Promotion

It is the policy of the Library to hire, train and develop employees for promotion to higher level positions whenever practical.

Notices of vacancies will be posted in such a manner as to give reasonable notice to interested employees.

Promoted employees will be on introductory status in the new position for six months as described in section 8.7.1 of this policy. The start date for the promotion will become the new anniversary date for the employee.

8.7.3. Transfers

Transfers of employees between departments, on either a permanent or temporary basis, may be made upon the recommendation of the heads of the affected departments and the approval of the Library Director.