

Probationary Period

New employees other than sub employees will be on probation for the first three months of employment.

During the probationary period, the director shall prepare employee evaluations on a monthly basis. The director may terminate the employee at any time during the probationary period. If at the conclusion of the three-month probationary period the director determines that the employee's performance has been satisfactory, the employee will be granted either full or part-time status.

Paid time off (including paid vacation, personal days and sick leave) will accrue but will not be available to the employee during the probationary period. Benefits shall be pro-rated during the employee's first year of employment based upon the date of hire. In the event the employee is terminated prior to or at the conclusion of the probationary period, any such benefits shall not be paid to the employee.

Employees who change position within the Library will be placed on a one-month training period. These employees will not lose their eligibility for holidays, vacation, or sick days, nor will they lose their benefits. At the successful completion of their training period, they will assume any increased benefits that are included with the new position.

Adopted by the Board of Trustees: January 1997
Amended: June 2010
Amended: April 2014