

HUMAN RESOURCES POLICY/PROCEDURE		No: HR-006
OFFICE OF PRIMARY RESPONSIBILITY: Human Resources	EFFECTIVE DATE: 10/25/2001 REV. REV. DATE:	Page 1 of 2

SUBJECT: Introductory Period

REPLACES: N/A

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish an Introductory Period policy.

SCOPE:

This policy shall apply to all Administrative Employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

- Part II, Chapter 343, Florida Statutes
- Administrative Rule 3

POLICY:

It is the policy of the Authority that all new administrative employees and all present employees transferred or promoted to a new job should be carefully monitored and evaluated for an initial introductory period. After satisfactory completion of the introductory period, those employees will be evaluated as provided for in the Performance Appraisals policy.

Normally, the introductory period should last 90 calendar days. Supervisors should observe carefully the performance of each employee in a new job position. Where appropriate,

weaknesses in performance, behavior, or development should be brought to the employee's attention for correction.

Supervisors should prepare a written evaluation of the employee's job performance by the end of the first 90 days. The evaluation should include a recommendation as to whether the employee should continue in the position. Copies of the evaluation should be forwarded to the department head and the Human Resources Department for inclusion in the employee's personnel file.

Employees generally will be allowed to continue in their new position if they are given both a satisfactory evaluation by the end of their initial 90 days employment period and their supervisor's endorsement to continue in the job. Employees who do not receive a satisfactory evaluation and endorsement may be given additional time in 30 day increments to demonstrate their ability to do the job, if the supervisor feels additional time is warranted in order to achieve acceptable job performance.

Supervisors may recommend the termination of a newly hired employee at any time within the 90 day period. A recommendation for termination should be submitted in writing to the Human Resources Department for review and should include an evaluation and a list of actions taken to assist the employee. Action to terminate should have prior approval of the Human Resources Department.

At the discretion of management, transferred or promoted employees who are unable to perform satisfactorily in their new jobs may be returned to their original jobs, if a vacancy exists, or may be terminated.

At all times, including after successful completion of the introductory period, employment with LYNX is considered to be "at-will," and the employment relationship may be terminated at any time for any lawful reason by either party.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director: *Ryan W. Brumby*

Date: *9 January 2002*

Department Director: *L. Ester D. Dantley*

Date: *11/01*