

employee's supervisor unless the employee's job duties include the routine placement of such calls. Employees may be personally liable for the cost of unauthorized calls.

It is the responsibility of all staff members to make all the resources, services, and programs of the County known to potential users.

For purposes of this policy, the County deems "confidential information" to be any information an employee learns about the County as a result of working for the County that is not otherwise publicly available, including personal employee information. Employees are to share confidential information only as required to carry out their job duties and only with those who have a County business reason or a legal right (such as a judicial subpoena or a FOIA request) to have access to such information. A County employee is not allowed to copy confidential information for personal use, but, instead, must use a FOIA request to obtain a copy of confidential information. Employees are forbidden from transferring confidential information to non-County electronic accounts or devices. An employee who fails to maintain confidential information as described in this policy may be terminated subject to reconsideration of the termination decision through the grievance process.

## **Introductory Period**

Special Note: The introductory period is not to be construed as a minimum guarantee of employment. All employees of the County are employed "at will" which means that both the employee and the County have the right to terminate the employment relationship at any time, with or without notice.

New Employees. All new employees, including former employees who have been rehired, will be considered to be in an introductory period for at least the first six (6) months of their employment. The supervisor also has discretion to recommend extending the introductory period for a minimum of an additional ninety (90) days. This "trial" period is actually an extension of the selection process and is designed to provide the new employee with the opportunity to demonstrate that s/he is well-suited for the job and that the job is well-suited for the employee. If the immediate supervisor concludes during the introductory period that the new employee is not well-suited for the position, the employee may be terminated. The introductory period will end when the supervisor evaluates the new employee in writing and recommends the employee's change in status from "introductory" to "regular."

Promoted Employees. All newly promoted employees will be considered to be in an introductory period in their new jobs for three (3) months after they begin working in the new job. This “trial” period is an extension of the selection process and is designed to provide the newly promoted employee an opportunity to demonstrate that s/he is well-suited for the job and that the job is well-suited for the employee. If the supervisor concludes during the introductory period that the newly promoted employee is not well-suited for the new position, the employee may be removed from that position. If there is a vacancy in the employee’s former position, the employee may be returned to it. If there is no such vacancy, s/he may be considered for the filling of other vacancies for which the employee is qualified. If no other position is found, the employee may either be placed on a personal leave of absence or terminated.

## **Promotion**

County personnel shall be able to apply for any vacancy that occurs in the workforce. The County will always seek the most qualified individual for the position and, therefore, may not always hire from within the County workforce. Promoted employees shall be required to serve a three-month introductory period in the new position.

## **Time and Attendance**

Timely and regular attendance is a performance expectation for County employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. Employees who are unable to meet this expectation must obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work. Departments have discretion to evaluate extraordinary circumstances of a tardy, absent or failure to clock-in or clock-out and determine whether to count the incident as an occurrence. Human Resources staff is available to advise supervisors regarding the evaluation of extenuating circumstances.

Shift Categories. Employee work hours generally fall into one of the following categories:

**7.5-Hour Shift.** Employees who work a default schedule of 7.5 hours a day and work 5 days a week. (37.5-hour work week.)