

 <p>Ringling College of Art + Design</p> <p>STAFF HANDBOOK</p>	<p>Index: 109</p> <p>Page: 1 of 1</p> <p>Subject: Introductory Period</p> <p>Revised: October 24, 2002</p>
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Introductory Period

All employees hired, transferred, or promoted into Regular positions will have a 90-day introductory period. The College may extend a new employee's introductory period beyond the initial 90 days at its discretion.

The intention of the introductory period is to provide the College and the employee with the opportunity to determine if the employee is willing and able to satisfactorily perform the duties of the job and will be a "good match" with the College. An employee may be terminated at any time during the introductory period.

Employees may attain Regular Employee status after the successful completion of the introductory period and upon recommendation by the immediate supervisor.

A separate 90-day introductory period shall be served for each position held during employment.

When the Introductory period is interrupted for more than one week due to events such as College closure or employee illness, the introductory period will be extended by that number of days to allow for a full 90-day evaluation period.

Employees who have successfully attained Regular employment status are entitled to review of discharge, termination or separation under the Grievance Procedure described elsewhere in this handbook. Introductory employees are not entitled to such a review.

Regular Full-time employees earn vacation from the beginning of employment, but are not permitted to use vacation leave during the introductory period unless special permission is obtained from the supervisor and approved by the Director of Human Resources. If an employee is terminated during the introductory period, vacation benefits will not be paid. After successful completion of the introductory period, Regular Full-time employees are eligible for vacation leave.

Introductory employees are paid to the same extent as Regular employees for official College holidays that occur during the introductory period.

Regular Full-time employees are not eligible to use Personal Leave during the introductory period.