

## **PROBATION**

Every new employee must serve a one hundred and eighty (180) calendar day training period. This period assists the employee to become familiar with all aspects of his or her job assignments at the library as well as become acquainted with the Policy and Procedures Manual, the Personnel Policy Manual and the Standard Operating Procedures Manual. During this time the employee's job performance, attendance, and attitude will be carefully noted. Both during and after this training period, the employee's job performance will be discussed and evaluated by their immediate supervisor and the managing librarian. All employees are encouraged to bring any questions or problems they might have concerning their work to their immediate supervisor or to the managing librarian at any time.