

USY V.F.9.7 Introductory Increase

9.7.1 Definition. A supervisor, in consultation with Human Resources may award an introductory increase, which is a salary adjustment that recognizes the attainment of significant skills during an introductory period when a staff member is newly hired, transferred, promoted, or reclassified. (See [USY V.C.8](#)) A supervisor may award a bonus in lieu of an increase (See [USY V.F.7.5.1](#)). The effective date of the increase or bonus is the end of the introductory period.

9.7.2 Monetary Payment. Introductory increases are not to exceed five percent and are subject to the availability of funds. The employing department is authorized but not obligated to grant such an increase.

USY V.C. 8.1 Introductory Period

8.1.1 Intent. All new PAT/AA and OS members in status positions serve an introductory period of six months. The intent is to provide the time needed to do a concentrated evaluation of the new employee's performance and to determine if the individual is able to meet the job requirements. (See also [USY V.F.9.7](#))

8.1.2 Responsibility. Supervisors are responsible for setting forth job requirements, expectations and monitoring the staff member's progress in meeting the job requirements and expectations of the position.

8.1.3 Conditions

8.1.3.1 Initial Introductory Period. All rights and privileges of employment as defined by USNH policy are available to staff members during the initial introductory period with the exception of the use of the grievance procedure to appeal termination for inability to meet the requirements of the position.

8.1.3.2 Subsequent Introductory Period. Staff members who are promoted, demoted, or transferred and OS who are reclassified to PAT, will serve a subsequent six month introductory period and enjoy all rights and privileges accorded the non-introductory employee.

8.1.4 Length of Introductory Period for Newly Hired

8.1.4.1 Operating Staff will have their performance reviewed after three months. A performance review will again take place after five and one half months to determine suitability for continued employment. Thereafter, evaluations will be conducted annually and more often as otherwise needed.