

## 2.3 NEW EMPLOYEE

All new employees shall undergo an introductory period of ninety (90) days from the date of employment, during which the supervisor or Department Head may terminate the employee at any time for unsatisfactory performance. The reason for termination will be given to the employee in writing and will be effective immediately. Such decision will be irrevocable and shall not be subject to the grievance procedure provided herein. Former employees of the County that are re-hired shall be considered new employees.

New full-time employees will receive paid time off (PTO) after they have completed the introductory ninety (90) days of employment. Employees that are scheduled to work 1,950 hours per year will receive 37.5 hours of Paid Time Off (PTO) and employees scheduled to work 2,080 hours per year will receive 40 hours of Paid Time Off (PTO). The paid time off (PTO) must be approved by the employee's supervisor and be used prior to the employee's one year anniversary date. Paid Time Off (PTO) will not be eligible for carry-over or paid out as compensation.