



Personnel and Administrative Policy and Procedure

SUBJECT: Probationary Period	EFFECTIVE DATE: January 15, 2008 REVIEWED: May 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.43	CROSS REFERENCE: AFSCME Contract, Article 10; MPEA Contract, Article 11; Retirement Plan Policy and Procedure 200.49; Vacation Leave Policy and Procedure 200.58

Purpose: To maximize the effectiveness of the probationary period.

Definitions

Probationary Period: This is the final phase of the selection process that provides the supervisor with an opportunity to observe the employee's knowledge, skills, abilities, and job performance in order to see if the employee is able to meet the requirements of the position. It is a critical step of the selection process.

Objective: To utilize an employee's probation as a period of observation to make a final decision to confirm the employee for selection to regular status employment.

Scope: All probationary employees.

Policy: The probationary period shall be an integral part of the selection process and shall be utilized by the department head as an opportunity to observe the new employee's work, to train and aid the new employee in adjustment to the new position, and to reject any employee whose work performance fails to meet required standards.

Guidelines for Use

- All newly hired and promoted employees, except in the Police Service, must successfully complete a six (6) month probationary period before achieving regular status. All police service entrance and promotional appointment employees will have a probationary period of eighteen (18) full months of service.
- Any interruption of service for fifteen (15) consecutive days or more during the probationary period shall not be counted as part of the probation period.
- Any reinstated or reemployed person must complete a new probationary period.
- A temporary, limited term, or part-time less than .5 FTE employee appointed to a probationary status in the same classification s/he served in, may have up to three months of the time spent in the previous status counted as part of the probationary period provided that there was no break in service before being appointed to the probationary position. The decision to apply the time towards the probationary period is at the discretion of the hiring manager and the Human Resources Director.
- Probationary appointments may be made to either full-time or part-time positions.

Fringe Benefits during Probation

- Employees do not accrue vacation during their first six (6) months of employment at the City. Following six (6) full calendar months of employment, an employee will be credited with the forty-eight (48) hours, or the applicable number of hours normally earned during six (6) months of employment, of vacation credit and will accrue vacation on a monthly basis thereafter. See **Vacation Leave Policy and Procedure**.

- Probationary employees, except those with uninterrupted service with PERS covered employment, may not participate in the retirement program until after meeting the minimum time and hours required under PERS. See **Retirement Plan Policy and Procedure**.
- Employees are eligible for health insurance while on probation. See Benefits Manual.

Procedures

1. Supervisor explains to the new employee that his/her job performance will be appraised during the probationary period and that if the job performance is not satisfactory, the employee may be rejected in probation.
2. Supervisor should discuss performance objectives and measures of performance with employee at start of employment.
3. At the end of the third and fifth month of the probationary period, the supervisor should review the employee's performance and discuss the appraisal with the employee.
4. If the new employee is not working at an acceptable work standard, the Supervisor may terminate employment prior to the end of the probationary period without appeal.
5. Decisions should be made during the probationary period. A supervisor should not rely on being able to extend a probationary period to evaluate an employee. Granting an extension should be used as a rare exception. If an extension is granted it shall be for no longer than three (3) months.
6. If an employee's probation period passes, it requires progressive discipline and due process to terminate the employee. Discipline/termination is then subject to the grievance/arbitration procedure.
7. If an employee was promoted into a position and fails to pass probation in the higher level position, the employee may be returned to the lower level position at the discretion of the department head if the lower level position is still budgeted and vacant.

Responsibilities

Supervisor:

- At the commencement of the employee's probationary period, explain the level of job performance that is expected of the employee.
- Coach the employee, plan for the employee's performance and clearly communicate performance expectations to the employee.
- Monitor the employee's performance during the probationary period.
- Prior to the completion of the probation period, complete a performance appraisal form and move the employee to regular status, terminate the employee, or in rare circumstances extend the probationary period.