



SUBJECT: Probationary Period	EFFECTIVE: January 2008 REVIEWED: May 2011 REVISED: August 2022
CATEGORY: 200 (Personnel) POLICY NUMBER: 200.43	CROSS REFERENCE:

Purpose

To maximize the effectiveness of the probationary period as a time of observation to make a final decision confirming the employee for selection to regular status employment.

Definitions

Probationary Period: This is the final phase of the selection process. The probationary period provides the supervisor with an opportunity to observe the employee's knowledge, skills, abilities, and job performance to determine the employee meets the requirements of the position. It is a critical step of the selection process.

Scope

All probationary employees. Negotiated contract language prevails for all represented employees.

Policy

The probationary period is an integral part of the selection process and shall be utilized by the supervisor and 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

- All newly hired and promoted employees, except in the Police Service as defined in the Milwaukie Police Employees Association Collective Bargaining Agreement, must successfully complete a six (6) month probationary period before achieving regular status.
- 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 unless the leave is protected by federal, state, or local laws.
- Any reinstated or reemployed person must complete a new probationary period.
- A limited term, or part-time less than 0.5 FTE employee appointed to a probationary status in the same classification in which the employee previously served, may have up to three months of the time spent in the previous status counted as part of the probationary period provided 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.

Benefits During Probation

- Employees accrue but may not use vacation leave during their probationary period. Upon successful completion of the probationary period, the employee may use the vacation hours earned during the probationary period.
- All other benefits are available to employees during the probationary period.

Procedures

1. Supervisor explains to the new employee their 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 define probationary goals, performance objectives, and measures of performance with employee at start of employment.
3. If the new employee is not working at an acceptable work standard, working with Human Resources, the Supervisor may terminate employment prior to the end of the probationary period without appeal.
4. 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 previously held position is still available.

Responsibilities

Supervisor:

- At the commencement of the employee's probationary period, explain job performance expectations for the employee.
- Provide coaching, training, and monitor the employee's performance during the probationary period.
- Prior to the completion of the probation period, complete a performance appraisal form and determine whether the employee has successfully completed the probationary period.

Human Resources Director:

- Review all requests for probationary period extension and related performance improvement plans.