VIII. PROBATIONARY PERIOD

Section 1. PURPOSE

A. The probationary period shall be used for evaluation of an employee's performance and suitability to the position; to secure the most efficient adjustment of a new or promoted employee to the position; and for determining whether or not an employee meets the desired standards of performance.

B. Every person who is employed in an established position in the City shall serve a probationary period as provided herein before such appointment is considered "regular status."

Section 2. DURATION

A. The duration of new hire probation shall be for a period of six months for all employees, except certified firefighter and sworn law enforcement employees, who shall serve a one-year probationary period. Probationary periods extended beyond six months/one year must be approved by the Department Director and the Human Resources Director; an extension, if approved, cannot exceed an additional three months.

B. Unless otherwise provided in these procedures and rules, an employee in a part-time, temporary, or seasonal position who is selected for a full-time position shall serve a probationary period in the same manner as any other new hire appointment.

C. An employee whose classification is covered by a collective bargaining agreement shall serve a probationary period in accordance with the terms of the agreement.

Section 3. REINSTATEMENT

An employee who has been reinstated (i.e., to the same or similar position) upon return from lay-off may not be required to serve a probationary period depending on the length of time between separation and rehire by the City, the requirement of the hiring department, or other factors.

Section 4. RE-EMPLOYMENT

Employees re-employed **within** six months to the same position from which they resigned in good standing, may not be required to serve a new probationary period unless so requested by the hiring authority; however, persons rehired to the same or

different position **after** six months of the date of separation will be required to serve a new probationary period.

Section 5. PROMOTIONAL APPOINTMENTS

A. A **non-probationary employee** who is promoted to a non-supervisory position shall serve a probationary period of three months in the new position.

B. A non-probationary employee who is promoted to a supervisory position shall serve a probationary period of six months in the new position.

C. A **probationary employee** who is promoted to a higher level position will be required to complete his original new hire probationary period, plus three additional months.

D. The length of the probationary period will be outlined, along with other conditions, in the notice of the promotion to the employee.

Bargaining unit employees shall serve promotion probation periods in accordance with their Collective Bargaining Agreements.

Section 6. DEMOTIONS

A. Upon receiving a non-disciplinary demotion, including voluntary demotions requested by an employee, or demotions at the direction of the City, a **probationary employee** shall serve, at a minimum, the balance of the original probationary period. A non-probationary employee will not be required to serve another probationary period upon demotion unless requested by the hiring Supervisor and approved by the Human Resources Director.

B. A non-probationary employee demoted for disciplinary reasons shall be required to serve a probationary period of three months upon demotion. A probationary employee will be required to serve the balance of the new hire probationary period or three months, whichever is greater.

C. The length of the probationary period will be outlined, along with other conditions, in the notice of the demotion to the employee.

Section 7. EXTENSION OF PROBATIONARY PERIOD

Supervisors may request that the Human Resources Director authorize an extension of the established probation period prior to ten days before the scheduled completion of the probation period. The Human Resources Director may approve a probationary period extension to a maximum of three months beyond the end of the original probationary period.

Section 8. DISMISSAL DURING PROBATIONARY PERIOD

At any time during the original or extended new hire probationary period, an employee may be terminated with or without cause by a letter of termination. An employee removed during his new hire probationary period has no right to a pre-determination notice/hearing or to a post-termination appeal.

Section 9. RELEASE FROM PROBATION

Release from probation and appointment to regular status employment is not automatic upon expiration of the designated probationary period. A Performance Evaluation must be completed, indicating that the employee has successfully completed his probationary period and is recommended for regular status. The completed Performance Evaluation, including all required signatures/approvals, shall be timely submitted to the Human Resources Department for processing and inclusion in the employee's personnel file.