

## **ARTICLE 4 PROBATIONARY PERIOD**

### **Section 4.1 DURATION**

The probationary period shall be six (6) months with the following exceptions: Dispatchers assigned to the emergency operations center shall serve a probationary period of eighteen (18) months. New employees appointed to sworn Police, Fire or emergency medical services positions shall serve a probationary period of twenty-four (24) months. Employees reinstated to sworn Police, Fire or emergency medical services positions shall serve a six (6) month reinstatement probationary period and any time remaining in the initial twenty-four (24) month probationary period at the time of separation.

### **Section 4.2 TERMINATION**

Probationary employees may be terminated from employment at any time during the probationary period, including any extension thereof, at the sole and complete discretion of management. Such employees shall not have recourse through the grievance procedure.

### **Section 4.3 EXTENSION**

With the prior approval of the Director of Human Resources, an employee's probationary period may be extended up to six (6) months. Based on extenuating circumstances, a department head may request, and the Director of Human Resources may approve, a second extension of the probationary period not to exceed an additional six (6) months.

### **Section 4.4 PROMOTIONAL APPOINTMENTS**

The probationary period shall be used in connection with promotional appointments in the same manner as it is used for original entrance appointments. The duration of promotional probationary periods shall be the same as those for new employees set forth in Section 4.1. If an employee is removed for inability to perform his or her work satisfactorily during the promotional probationary period, he or she shall be eligible for reinstatement to his or her former position, if vacant, or considered for other vacant positions related to the employee's experience and qualifications.

### **Section 4.5 PROBATIONARY EVALUATION**

At any time during the probationary period the department head may, and before the end of the probationary period, the department head shall forward to the Director of Human Resources a performance appraisal which indicates:

- a. that the employee has been advised of his/her accomplishments, failures, strengths and weaknesses;
- b. whether the employee is performing satisfactory work;
- c. whether the employee should be retained in the position; or

d. whether the employee should have his/her probationary period extended.

**Section 4.6 OTHER EMPLOYMENT WITHIN THE CITY**

Probationary employees shall not be considered for other employment within the City without prior approval from his or her department head.