

PROBATION

As a new employee, recently promoted, laterally assigned, or demoted employee of the City of Chesapeake, you are on probation. For most employees, the probationary period is six (6) months with the following exceptions:

New employees appointed to sworn police, fire or emergency medical services positions serve a probationary period of twenty-four (24) months.

Dispatchers assigned to the emergency operations center shall serve a probationary period of eighteen (18) months.

The City hired you because you were considered to be the most suitable applicant for the position. During your probationary period, your supervisor and other management personnel will make the determination whether or not to continue your employment with City. A number of factors may go into this determination. In order to ensure the smoothest possible operation of City departments, departmental management staffs are given broad discretion to decide whether or not to retain a probationary employee.

As a probationary employee, you may be terminated from employment at any time during the probationary period, including any extension thereof, at the sole and complete discretion of management. Employees who are within their original entrance probationary period do not have recourse through the grievance procedure.

The probationary period is used in connection with promotional appointments, lateral appointments and demotions in the same manner as it is used for original hires. If you are removed from a promotional position during the probationary period because you have not performed your work satisfactorily, you may request reinstatement to your former or a similar class. Reinstatement requests shall be granted at the discretion of the Director of Human Resources, as applicable. Lateral appointments, demotions, and removal due to misconduct are not afforded reinstatement rights.

Upon request of your department and with prior approval of the Director of Human Resources, your probationary period may be extended up to an additional six (6) months.

All part-time employees will serve a new probationary period if there is a change to regular full-time hourly or salaried status.

At least one week before the end of the probationary period, the department head will forward to the Director of Human Resources a performance evaluation, which indicates:

- a. that the employee has been advised of his/her accomplishments, failures, strengths and/or 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 (not to exceed six months).