

## **PROBATION**

As a new employee, recently promoted, laterally transferred, or demoted, you are on probation. For most employees, the probationary period is 12 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; and

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

During your probationary period, your supervisor and/or another management representative will assess your performance and make the determination whether or not to continue your employment with the City. A number of factors may go into this determination. In order to ensure the smoothest possible operation of City departments, departmental management is given broad discretion to decide whether or not to retain a probationary employee. Upon request of your department head, and with prior approval from the Director of Human Resources, your probationary period may be extended up to an additional six (6) months in order to adequately assess your performance and conduct. Based on extenuating circumstances, a department head may request and the Director of Human Resources may approve a second extension not to exceed an additional six (6) months.

As a probationary employee, you may be separated from employment at any time during the probationary period, including any extension thereof, at the discretion of management, in consultation with the Department of Human Resources. 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 transfers 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 position if vacant, or to another vacant position related to your experience and qualifications. Reinstatement requests shall be granted at the discretion of the Director of Human Resources, or designee, as applicable. Lateral transfers, demotions, and separations due to disciplinary action are not afforded reinstatement rights.

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

Please refer to Administrative Regulation 2.10, Performance Evaluation and Counseling Policy, for information on the evaluation requirements for probationary employees.