

CITY OF COMMERCE ADMINISTRATIVE POLICIES

PROBATION PERIOD

1.0 PURPOSE

To establish policy and procedure for the probation period for new employees and current employees who transfer or are promoted to a new position.

2.0 POLICY

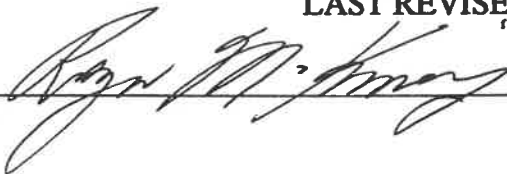
- 2.1 All employees placed in new full-time and part-time positions must serve a period of probation. Police officers and firefighters serve a probation of one year; all other employees serve a six (6) month probation.**
- 2.2 The probation period is designed to give the employee time to learn the position and to give the supervisor time to evaluate the employee's potential and performance.**
- 2.3 During the established probationary period, the City reserves the right to terminate the probationary employee's service on the basis of unsatisfactory performance or on the basis of other reasons deemed sufficient by the City.**
- 2.4 If an employee is unable to perform the work, the person must be terminated as early as possible. Early termination saves the City a time and dollar investment and saves the employee possible embarrassment and frustration.**
- 2.5 Rejected probationers will be notified by the Department Head of such action by preparing a Payroll Status Change Form and discussing the reason with the employee at any time during the probationary period and a copy of said notification will be retained in the personnel files.**
- 2.6 The probationary employee will be evaluated midway through the probationary period. Significant job deficiency(ies) will be documented on the evaluation form.**
- 2.7 Informal evaluations may also be conducted during the course of the probation period to assess performance and to advise employees of expectations regarding performance. Significant job deficiency(ies) will be documented in the employee's personnel file.**
- 2.8 At the end of the probation period, the employee will be formally evaluated.**

- 2.9 Evaluations provide the necessary justification for retention of the person as a regular employee.
- 2.10 Under unusual circumstances, the probationary period may be extended. Probation extension is done only upon recommendation of the Supervisor, Department Head and City Manager.
- 2.11 When the employee successfully completes the probation period, he/she will be informed that he/she is now a regular employee.
- 2.12 A Payroll Status Change Form will be completed by the Department Head and forwarded to the Director of Administrative Services for verification of information. The form will then be sent to the City Manager for final approval.
- 2.13 If an employee is on probation due to a transfer or promotion, he/she remains eligible for all fringe benefits included with the previous position.
- 2.14 If a transferred or promoted employee fails to achieve satisfactory performance in the new position, he/she will be given priority for the first position opening similar to the one previously held if the employee's performance in the previous position was satisfactory.
- 2.15 If a transferred or promoted employee had not performed satisfactorily in the previous position, termination from City employment will be considered.
- 2.16 If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted will not be considered as time worked.
- 2.17 The successful completion of probation will not be construed as creating a contract or as guaranteeing employment for any specific duration or as establishing a "just cause" termination standard.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



Probat.adp