

Section 2: Employment

Policy #11: Probationary Period of Employment

Effective Date: July 1, 2011

I. Purpose

To establish policies and procedures for probationary employees.

II. Scope

This policy shall apply to all persons holding a paid position as an employee of the Town, except the Town Manager, Town Attorney, a member of any appointed or volunteer board or committee, or any others that may be hired or appointed by the Town Board. For this purpose, and subject to the exceptions set out herein, Town employees shall be defined as those employees in departments and offices for which the Town Board serves as the final budget authority.

III. Background

None

IV. Definitions

None

V. Legislation

None

VI. Policy

It is the purpose of the probationary period to provide a time for the Town to determine whether the employee has shown the ability to meet the initial expectations for the position. Supervisors should actively evaluate whether the probationary employee's conduct and performance successfully meets the expected standards and requirements.

VII. Provisions

A. Probationary Period

Every person initially hired or promoted in Town service in a regular position must successfully complete the probationary period.

1. Director Level Employees

Employees hired or promoted at the Director level or above shall serve a six month probationary period.

2. Non-Director Level Employees

Employees hired or promoted below the Director level shall serve a six-month probationary period.

3. Trainee Employees

All employees hired into a Trainee status shall serve either a six-month probation or remain on probation until the completion of their training, whichever is longer.

B. Unsatisfactory Performance

Unsatisfactory performance can occur at any time within the probation period.

1. Prior to the dismissal of a probationary employee, the Department Director shall consult with the Director of Human Resources.

2. A promoted employee who does not successfully complete probation may return to his/her former position if it is available. If the former position is not available, the employee will be transferred, demoted, or dismissed.

C. Extension of Probationary Period

At the discretion of the Department Director, the initial probationary period may be extended up to six (6) months.

D. Grievance Rights

A new employee who is dismissed during the initial probationary period does not have any grievance rights. This restriction also applies to an employee whose initial probationary period is extended pursuant to Subsection C above. However, a promoted employee who is dismissed during the probationary period has a right to the grievance process.

E. Personnel Transactions

Newly hired and newly promoted employees generally are not eligible for promotion, lateral transfer, or voluntary demotion during the probationary period. Exceptions may be granted by the Town Manager when such promotion, lateral transfer, or voluntary demotion is in the best interest of the Town.

F. End of Probation

Upon successful completion of a performance appraisal at the level of "Meets Expectations" or above, an employee's probationary period of employment ends.

G. Probationary Pay Increases

Upon successful completion of the probationary period, employees may be considered for a probationary increase.

VIII. Authorization

Approved by:

Erskine Smith

Town Manager

July 1, 2011

Date