

	Policy: Probationary Period	Effective Date: May 19, 1992
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POLICY

An employee appointed or promoted to a regular position shall serve a probationary period. Employees shall serve a six (6) month probationary period, except that sworn police officers shall serve a twelve-month probationary period.

During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress. At the end of the first three (3) months the supervisor will complete an evaluation of the employee. Before the end of the probationary period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion should be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. Probationary periods may be extended for a maximum of three (3) additional months. Supervisors shall reevaluate the employee's performance and communicate the employee's progress on one-month intervals.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in the Promotion, Demotion, & Transfer policy. A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee shall be dismissed.