

## **10. PROBATIONARY PERIOD**

**NOTE: AN EMPLOYEE PAYROLL CHANGE REQUEST FORM IS REQUIRED**

### **10.1. Purpose**

The probationary period is part of the selection process and shall be utilized for observing the employee's work and for securing the adjustment of a new employee to the position.

### **10.2. Employee Status**

All original and promotional appointments to regular positions are tentative and subject to a trial period known as a probationary period. During the probationary period following an original appointment and any extension of such period, employment is at-will and may be terminated at any time, with or without cause. A promoted employee's anniversary date for purposes of annual performance and salary reviews changes to the effective date of promotion.

### **10.3. Length**

The probationary period following appointment and promotion will usually be six (6) months. For most Police, Fire and Rescue positions the probationary period is one (1) year. Upon request of the Department Head and approval by the City Manager, an employee's probationary period may be extended for up to an additional six (6) months when warranted by the employee's performance, ability, or other circumstances. Termination of New Employee

During the probationary period, an employee may be terminated at any time, with or without cause, and without the right of appeal. Notification of termination shall be provided to the employee by the Department Head.

### **10.4. Rejection Following Promotion**

A full-time, or regular part-time non-exempt employee who has completed a probationary period and is rejected from a subsequent introductory period following promotion will be reinstated to the first available position in the employee's former class in the department in which the individual was employed prior to the promotion, provided the employee is not discharged for cause.

### **10.5. End of Probationary Period**

The Personnel Office will notify the department thirty (30) days prior to the end of a probationary period. If the Department Head decides to retain a probationary employee, the Department Head will notify the Personnel Office using a *Personal Action Form (PAF)* indicating "Change of Status." The *Personal Action Form (PAF)* notice shall be filed before the end of the introductory period. Should a Department Head fail to determine the status of a probationary period at the conclusion of the six-month probationary period, the probationary period will automatically be extended for a period not to exceed six additional months. During any such extension, the probationary employee will remain a probationary employee. Provided, however, such an employee's probationary status may retroactively terminated so that the employee's regular status begins at the conclusion of the original six-month probationary period.