

6.0 - THE PROBATIONARY PERIOD

6.1 - Purpose - The probationary period is part of the evaluation process and shall be used by Department Heads to closely observe the work of an employee to secure the most effective adjustment of new and promoted employees to the new position and to screen out any employee whose performance does not meet work standards.

6.2 - Duration - The probationary period for new employees shall be for a period of six (6) months, except for Police Officers, Communication Operators and Firefighters (or any other position that has an extended term) who shall serve an extended term as defined in the respective CBAs. All employees who are promoted shall serve a six (6) month promotional probationary period, unless promoted to one of the above exceptions. A Department Head may request extensions of the probationary period for up to six (6) months. These requests must be submitted by the Department Head to the Human Resources Director prior to the conclusion of a probationary period. Upon recommendation of the Human Resources Director, the probationary period of an employee may be extended. The probationary period for re-hired employees shall be for six (6) months or for the period defined in the applicable CBA.

6.3 - Absences During Probationary Period - Any absence during the probationary period in excess of ten (10) work days will automatically extend the probationary period by the number of days absent regardless of whether the absence was with or without pay.

Floating holidays are the only compensated leave time that may be used during the probationary period. Use of this time is based on the following chart:

<u>Hire Date</u>	<u>Floating Holidays</u>
October 1 - January 31	3 days
February 1 - May 31	2 days
June 1 - September 30	1 day

In accordance with Rules and Regulations, Floating Holidays may only be taken with the prior approval of the Department Head and shall not be carried over to the succeeding fiscal year.

6.4 - Evaluation of Performance - All probationary employees will be periodically evaluated during the probationary period as specified in RULE 7, Performance Evaluation. The supervisor and Department Head will evaluate the employee in accordance with RULE 7.

6.5 - Unsatisfactory Performance - A probationary employee may be dismissed at any time during a probationary period by the Department Head, if in the opinion of the Department Head, the employee is unable or unwilling to perform the duties

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of the position satisfactorily or if the work habits of the employee and dependability do not merit continuance in the position.

An employee failing the probationary period after having been promoted, shall be reinstated to a position in the same classification or pay range held prior to the promotion. This only applies if the employee is not terminated from employment in accordance with applicable disciplinary procedures for cause.

6.5.1 - The Department Head shall provide an evaluation for a probationary employee whose performance is deemed unsatisfactory, prior to the end of the probationary period. Failure to do so will result in the employee being automatically granted regular status.

6.6 - Satisfactory Performance - All probationary employees whose performance is overall satisfactory shall be evaluated prior to the end of the probationary period. The Department Head shall submit the evaluation with the completion of Probationary Period Memorandum to the Human Resources Department by the end of business day the evaluation is due. If the evaluation and probationary period memorandum are not received in the Human Resources Department as indicated, the employee will automatically be granted regular status.