

SECTION 3

PROBATION

3.1 PURPOSE

The probationary period is a specified period of time for a supervisor to closely observe the work of a newly hired or promoted employee for the purposes of:

- securing continued employment; or
- to reject any newly hired or promoted employee who fails to adapt and successfully meet the work requirements of his position.

3.2 DURATION

The probationary period is a period of six months from the date of hire or promotion. A Department Director may request an extension of this period by placing a request in writing to the Personnel Division, and with the concurrence of the Personnel Director. This extension shall not exceed three months beyond the normal probationary period expiration date. A Department Director may establish a one-year probationary period for any position that requires successful completion of a training program or is deemed appropriate for an extended review period.

Any employee seeking a promotion, demotion, or transfer while under a probationary period must receive written approval to compete for the position from his Department Director via the Career Opportunity Application.

3.3 EVALUATION OF PERFORMANCE

Periodically during the probationary period the Department Director may require a report of the supervisor's observation of the employee's work and a judgment as to the employee's willingness and ability to perform the functions of the position satisfactorily. During this period the supervisor will notify the employee if work is unsatisfactory and the probationary requirements are not being met.

3.4 DISMISSAL

During the probationary period the Department Director may dismiss an employee who is unable or unwilling to perform the duties of the position that he is assigned, or whose habits and dependability do not merit continuance in the position. The Department Director shall consult the Personnel Division prior to dismissing an employee. The Notice of Dismissal must be received at least ten (10) working days prior to the expiration of the probationary period to allow the Personnel Director sufficient time to review the request.