

## Personnel Policy III – Probationary Period

### PROBATIONARY PERIOD FOR EMPLOYEES –

- (a) The first twelve (12) months of service for sworn police officers and telecommunications (18 mths. for non-licensed officer cadets) and the first six (6) months of service of all other regular full-time or part-time employees is a probationary period during which there shall be no responsibility on the part of the city for their continued employment. Newly promoted employees are also subject to a probationary period for the first six (6) months in their new position.
- (b) At the end of a probationary period the department director will submit a change of status indicating regular full-time employment, extension of probationary status, or termination for the probationary employee. Only employees who meet acceptable standards during their probationary periods shall be retained. The satisfactory completion of a probationary period does not constitute an agreement of continuing employment for an unlimited period. Re-hires would be in a probationary status just as any other similarly situated new hire.
- (c) An employee who has not completed their probationary period is an “at will” employee and may be terminated at any time during the probationary period when, in the judgement of the department head, the quality of their work and/or behaviors does not merit continuation.
- (d) Throughout the probationary period of initial employment at the city, the probationary employee cannot utilize or access the city’s grievance procedure and is subject to discharge without recourse through the city’s policies and procedures.