

	<i>Administrative Regulation</i>	
	Probationary Period	
	Policy#	3.3
	Effective:	09/25/2020
	Revised:	02/07/2025
	Owner:	Human Resources

PURPOSE:

The probationary period serves as an opportunity for department leadership to support new employees in their transition, ensuring they integrate successfully into their roles while demonstrating the necessary competencies, work habits, and collaborations skills.

SCOPE:

This regulation applies to all new hires, transfers, promotions, and demotions. Represented employees should refer to their collective bargaining agreements.

POLICY:

All appointments are subject to a probationary period. This period helps employees adjust to their roles and ensures they meet work standards. The probationary period is a supportive process designed to help employee:

- Learn about the City, their department, their role.
- Understand performance expectations and successfully meet them.
- Receive guidance and feedback to help them succeed.

The probationary period allows both employee and department leadership to determine if the role is a good fit.

PROCEDURE:

1. Probationary Period Requirements

1.1. New hires, rehires, department transfers, and promotions serve a probationary period.

1.1.1. Employees must meet all performance and conduct expectations by the end of probation.

1.1.2. Employees who are reclassified do not serve a probationary period.

- 1.2. Employees transferring within the same department may serve a probationary period if required by the department director, the Human Resources Director, and the City Manager.

- 1.2.1. This requirement must be stated at the time of job offer.

- 1.3. Employees who are demoted may serve a probationary period if required by the department director, the Human Resources Director, and the City Manager.

- 1.3.1. This requirement must be stated at time of appointment.

2. **Length of Probationary Period**

- 2.1. *New Hires & Rehires*: 12 months

- 2.2. *Promotion & Transfers*: 6 months

- 2.3. Service interruptions during probation do not count towards total period.

3. **Evaluations**

- 3.1. Department leaders should meet with new employee during their first week to set goals and expectations.

- 3.2. Ongoing feedback should be clear, specific and focused on strengths and areas for improvement.

- 3.3. Formal reviews should occur:

- 3.3.1. Mid-probation through the probation period.

- 3.3.2. At the end of probation.

- 3.3.3. Both reviews should provide constructive feedback.

4. **Addressing Performance Issues**

- 4.1. If an employee is not meeting expectations the department leader should:

- 4.1.1. Consult with Human Resources for guidance

- 4.1.2. Determine if an extension of the probationary period is appropriate.

- 4.1.2.1. Probation periods generally will not extend beyond six (6) months.

- 4.1.2.2. Extension must be documented in writing.

5. **Termination During the Probation**

5.1. New Hires & Rehires:

- 5.1.1. May be dismissed at any time if continued employment is not in the best interest.

5.2. Current Employees:

- 5.2.1. If they fail probation after a promotion or transfer, they may be dismissed for cause.

6. Return to Previous Position

- 6.1. If a promoted or transferred employee does not pass probation, they may return to their previous job if it is still available.

7. Grievances Rights

- 7.1. Employees in their initial probation period (including extension) cannot file grievances for discipline, layoff or termination decisions.

DEFINITIONS:

1. ***“Constructive Feedback”*** refers to clear and supportive guidance to help employees improve.
2. ***“Occupational Series”*** refers to a group of related job classifications based on skill and experience.
3. ***“Probationary Period”*** is a working test period where employee must demonstrate their ability to meet job expectations.
4. ***“Promotion”*** is moving to a higher-level job through a competitive process.
5. ***“Reclassification”*** is the movement to a different classification, based on substantial changes in the kind, difficulty, responsibility or decision-making level of the duties performed. The movement can be to a lower, higher, or lateral salary grade.
6. ***“Transfer”*** is a change of an employee from one position to another position in the same or different class having the same salary range.

RESOURCES:

Administrative Regulations:

1. [Disability Accommodations](#)
2. [Equal Employment Opportunity](#)
3. [Open Door Policy](#)
4. [Performance Reviews](#)
5. [Recruitment and Selection](#)