



**INTRODUCTORY
PROBATIONARY PERIOD**

Effective Date: May 3, 2012

SECTION 1. 9.1 PROBATIONARY PERIOD

A. NEW EMPLOYEES

- ~~1. **Introductory Period:** All newly hired employees shall be~~ **FULL-TIME EMPLOYEES ARE** subject to an **PROBATIONARY** ~~introductory~~ period of not less than six (6) full calendar months of actual service.
- ~~2. Part-time employees shall be~~ **ARE** subject to ~~introductory~~ **A PROBATIONARY** periods **OF** not less than nine (9) full calendar months.
- ~~3. The introductory~~ **PROBATIONARY** period for police officers shall be for a period of not less than twelve (12) full calendar months following their completion of the Academy.
- ~~4. Police Dispatchers shall also be subject to introductory periods of not less than twelve (12) full calendar months. At the supervisor's discretion, with approval by the department head, an employee who is promoted or transferred into a new position may be subject to an introductory period for evaluation purposes.~~ **ARE SUBJECT TO A PROBATIONARY PERIOD**
- ~~5. **NEWLY PROMOTED EMPLOYEES WILL NOT SERVE A PROBATIONARY PERIOD, EXCEPT FOR POLICE OFFICERS WHO ARE PROMOTED TO SERGEANT OR LIEUTENANT.**~~

SECTION 2. B. OBJECTIVE OF THE PROBATIONARY PERIOD

- ~~A. **Objective of Introductory Period:** The introductory~~ **PROBATIONARY** period shall be utilized for closely observing and evaluating the employee's work performance and suitability for their position.

SECTION 3. C. INABILITY TO SUCCESSFULLY COMPLETE THE PROBATIONARY PERIOD

- ~~1. **Inability to Successfully Complete Introductory Period:** During the introductory~~ **PROBATIONARY** ~~introductory~~ period, a newly hired employee may be dismissed at any time by the Department Head in consultation with the Human Resources Director, and with the approval of the Town Manager, with or without cause and without any recourse through the grievance procedure.
- ~~2. Written notification of the termination shall be given to the employee and a copy filed in their personnel file.~~

SECTION 4. D. EXTENSION OF PROBATIONARY PERIOD

- ~~A. 1. **Extension of Introductory Period:** The Department Head, in consultation with the Human Resources Director, and with approval of the Town Manager, may extend an employee's introductory~~ **PROBATIONARY** period for a specified period of time, not to exceed six (6) full calendar months; and
- ~~B. 2. The employee shall be notified in writing of the reason for the extension. Extension of the introductory~~ **PROBATIONARY** period is not grievable under these policies.

SECTION 5. E. COMPLETION OF PROBATIONARY PERIOD

- A. ~~1. **Completion of Introductory Period:** Employees who complete their introductory~~ **PROBATIONARY** period satisfactorily will thereafter become regular ~~full-time or part-time~~ employees.
- B. ~~2. Successful completion of the introductory~~ **PROBATIONARY** period *does not* create any contractual rights for such employees.
- ~~C. Employees who complete their introductory period are not normally eligible for pay increases at that time (unless their introductory period ends in conjunction with another regularly scheduled pay increase).~~
- D. ~~3. Employees will receive a formal performance evaluation at the completion of their introductory~~ **PROBATIONARY** period **INDICATING THAT THE EMPLOYEE IS NO LONGER ON PROBATION.** In the event a supervisor either fails to complete a formal performance evaluation **IS NOT COMPLETED** or **THEIR** ~~extend the introductory~~ **PROBATIONARY** period **IS NOT EXTENDED** on or before the ending date of the introductory period, the employee will be deemed a regular ~~full-time or part-time~~ employee, and no longer in the status of an ~~introductory~~ **PROBATIONARY** period employee.



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