

**Sec. 54-160. - Probationary period and evaluation.**

- (a) Regular and temporary employees who are employed full-time or part-time will serve a six-month probationary period, except fire and sworn police personnel. Fire and sworn police personnel, shall serve a 12-month probationary period. If, during the initial months of a person's employment, that person serves first as a temporary city employee and then as a regular employee or vice versa, then the probationary period shall last until the employee has served the equivalent of six months or 12 months, if applicable as a regular employee.
- (b) An employee who has gained regular status and whose performance and/or conduct has deteriorated to an unacceptable level, may be placed on probation not to exceed six months in order to allow the employee to adjust his or her performance and/or conduct in lieu of more drastic disciplinary measures being taken.
- (c) While serving in a probationary status, employees will accumulate sick leave, annual leave and receive holiday pay, but not be permitted to take annual leave, unless denial of such leave, as determined by the human resources director, will create an unusual hardship for the first six months of probationary period. An employee may be dismissed at any time during the probationary period with or without cause.
- (d) The department head may recommend to the city manager that the probationary period be extended. The manager may extend the probationary period of any employee by up to 50 percent of the initial period, providing that no employee may remain on probation for more than 18 months. The employee shall be notified, in writing, of an extension decision before the expiration of the initial probationary period.
- (e) During the probationary period, the supervisor of the employee serving in a probationary period shall closely monitor the progress of the affected employee and shall frequently coach and discuss performance with the employee. Before the end of the probationary period, the respective department head shall make a written recommendation to the human resources director whether the probationary period should be extended or whether the employee should be retained in his/her present position, transferred, demoted or dismissed. An employee will remain on probationary status until his/her department head submits a recommendation to change the employee's status from probationary to regular.
- (f) At the end of the probationary period, if the employee is retained in the position he or she filled while serving in a probationary period, then the employee may be eligible for a one-step salary adjustment if recommended by the department head in terms of employment.
- (g) An employee is generally expected to have completed his/her probationary period in his/her current position before being considered for promotion, demotion or transfer.

(Ord. No. 1994-43, art. V, § 10, 7-26-94; Ord. No. 1997-42, §§ 2, 3, 8-26-97; Ord. No. 2012-178, § 1, 11-27-12)

**Sec. 54-161. - Adjustment period and evaluation.**

Employees who are promoted, demoted or transferred are required to serve a six-month adjustment period in order that their performance in the new position may be evaluated. Adjustment periods are very similar to probationary periods, and supervisors are expected to give continuous feedback, coaching, counseling and guidance to the affected employee.

(Ord. No. 2012-178, § 1, 11-27-12)

**Editor's note**— Ord. No. 2012-178, § 1, adopted November 27, 2012, amended § 54-161 to read as set out herein. Former § 54-161 pertained to adjustment period and evaluation for promoted,

#### 4.1.7 – Probationary Period & Evaluation / Supervisory Responsibilities

demoted or reclassified employees and was derived from Ord. No. 1994-43, art. V, § 11, adopted July 26, 1994.

### **Sec. 54-193. - Supervisory responsibilities.**

Whereas the need to maintain team spirit, efficiency, discipline and safe working conditions are of prime importance to the harmonious operation of the city, persons employed in supervisory positions are in crucial management roles. Supervisors are responsible for, among other things:

- (1) Supporting and maintaining the harmonious relationship between supervisory and non-supervisory employees;
- (2) Lending their full support to the city's position regarding employee-employer relations. To this extent, supervisory personnel shall not be permitted to join, support or participate in activities of any employee organization whose purpose is the collective representation of employees in matters relating to employment; and
- (3) A department head shall carry out responsibilities assigned by the city manager, being guided by the city charter, city ordinance, and the city manager's directives. Department heads and their subordinate supervisors shall:
  - a. Deal with all employees in a fair and equitable manner and uphold the principles of equal employment opportunities;
  - b. Develop and motivate employees to reach their fullest potential through continued education and training;
  - c. Make ongoing objective evaluations of individual work performance and discuss these evaluations with each employee so as to bring about needed improvements;
  - d. Keep employees informed of their role in accomplishing the work of their unit and of conditions or changes affecting their work;
  - e. Make every effort to resolve employee problems and grievances and advise employees of their rights and privileges;
  - f. Make every effort to promote and maintain good public relations in conducting the public's business and as representatives of the city off the job.

The above list is not intended to be all inclusive of expected behaviors and responsibilities.

(Ord. No. 2012-178, § 1, 11-27-12)

**Editor's note**— Ord. No. 2012-178, § 1, adopted November 27, 2012, amended § 54-193 in its entirety. Former § 54-193 pertained to responsibilities of supervisors and was derived from Ord. No. 1994-43, art. VI, § 3, adopted July 26, 1994.