

PROBATIONARY PERIOD

Purpose:

To complete the new member selection process by providing an orientation period of on-the-job work experience; both the new personnel and the district may evaluate the suitability of employment or volunteer membership on a regular basis. Additionally, to provide an opportunity for the district and a newly promoted employee to evaluate the suitability of a new position.

Scope:

This policy applies to new personnel of the district, and to newly promoted personnel.

Policy:

New personnel or personnel who are newly promoted will serve a probationary period of one year. This period is used to determine whether the employment or volunteer membership should continue.

If at any point during the probationary period, the district determines, in its sole discretion, that a satisfactory performance cannot be achieved through a reasonable amount of training and coaching, probationary period personnel will be released or returned to their former rank.

Retention of an employee after a probationary period does not assure or suggest that employment or volunteer membership will continue indefinitely or for any period of time. While we hope that all employment and volunteer membership relationships will be long and mutually rewarding, the policy and guideline manual is not an employment and volunteer membership contract and is not to be construed as one.

Guideline:

- A. Supervisors will be responsible for training and evaluation during the member's probationary period.
- B. A performance review will be conducted quarterly during the probationary period.
- C. Upon satisfactory completion of the probationary period, personnel may move to regular status and are then subject to the standard performance review process.
- D. Upon failure of any portion of the probationary requirements, as determined by an employee's supervisor, an employee's probation may be

extended for a period up to an additional year, or employment or volunteer membership may be terminated.

- E. The normal disciplinary guideline does not apply to probationary personnel. Any infractions warranting a suspension during a probationary period may result in a termination.
- F. Probationary personnel do not have rights under the defined grievance and appeal guidelines.