

CITY OF FRISCO PERSONNEL POLICIES
SECTION: PROBATIONARY PERIOD & SEPARATION

Subject: PROBATIONARY PERIOD & SEPARATION **Date:** 09/05/2017
Approved by: Ordinance 17-09-60 **Revision Date:**

I. STATEMENT OF PURPOSE:

The recruitment of quality staff is crucial to the objectives and continued success of the City to provide services to the community. The Probationary Period is considered to be the final stage of a selection process for all City employees. During this working test period employees are required to demonstrate by actual performance the duties to which they have been assigned. This policy addresses the successful completion, extension, or unsuccessful completion of the probationary period.

II. DEFINITIONS:

A. New Hire Probationary Period

The New Hire Probationary Period is the period of time established by the City after the hire of an employee during which the City evaluates whether a successful employment relationship can be created. During this period the City determines whether the employee has the skills and other qualifications needed to succeed.

B. New Position Probationary Period

The New Position Probationary Period is the period of time established by the City after an employee has been transferred, promoted or demoted to a new position during which the City evaluates whether a successful employment relationship can be created. During this period the City determines whether the employee has the skills and other qualifications needed to succeed.

III. APPLICABILITY:

This policy does not apply to sworn Police and Fire personnel. Probationary period, benefits, and restrictions are covered within the department policies.

This policy and corresponding appeals rights do not apply to temporary or seasonal employees.

IV. ELIGIBILITY:

All City of Frisco employees classified as Regular Full Time (FT) and Regular Part

Time (PT) are subject to a new hire probationary period during their first 6 months of employment. Regular FT and Regular PT employees are also subject to a new position probationary period when they are promoted to another FT or PT position, transferred to a FT or PT position or demoted to a FT or PT position.

V. PROBATIONARY PERIOD:

A. All Regular FT and Regular PT employees shall serve a probationary period of **6 months**.

B. All employees classified as new hire, rehire, promotion, or transfer must successfully complete a 6 month probationary period before they are eligible for a promotion, a position reclassification, and/or a transfer to another position.

C. Seasonal and /or Temporary employees who become Regular Full Time or Regular Part Time employees are subject to a 6 month New Hire probationary period.

D. During the probationary period, the Department Head or Manager responsible for the employee shall indicate in writing through evaluations (at the six month mark) to the Human Resources Director or designee:

1. Whether the employee should be retained in the position.
2. Whether the employee should be discharged.
3. Whether the employee, if on probation following a promotion should be reinstated to his former position, if available.
4. Whether an additional three (3) months of probation is warranted.

E. At the completion of the employee's probationary period, the employee's manager must submit to Human Resources the employee's evaluation including the status of the employee's probationary period. Absence of an evaluation is an indication that the employee has successfully completed the probationary period if the evaluation is not received by the seventh month.

F. An employee may be dismissed at any time during the probationary period. If dismissed during the probationary period as a new hire, the employee shall not be entitled to appeal his/her dismissal except in cases involving alleged discrimination or harassment during termination.

G. Completion of the probationary period does not confer on any employee any status other than employment at will. Any employee, whether probationary or not, may be laid off, suspended, demoted, or removed by the Department Director or the employee's manager.

VI. BENEFIT STATUS DURING PROBATIONARY PERIOD:

A. Employees on probationary status begin accruing sick and vacation time as of their hire date, if their position is eligible for leave benefits. There are certain restrictions regarding the use of vacation and sick time usage while on probation. For specifics regarding probation period and paid time off, please refer to the City Sick Leave and Vacation Leave policies.

B. Employees serving a probationary period following a promotion, transfer or a demotion shall continue to receive the existing benefits provided after the successful completion of the new hire probationary period and within the provisions outlined by policy.

VII. LEAVE OF ABSENCE DURING PROBATION:

Successful completion of the probationary period requires six (6) months of active service. Employees who receive a leave of absence during the probationary period will have the probationary period extended so that the six (6) month evaluation is satisfied.

VIII. SEPARATIONS:

A probationary employee may be terminated at any time during their probation with or without cause. The relationship with the City of Frisco is that of an employee at-will.