

CITY OF GAINESVILLE

Policies and Procedures

Number 6

PROBATIONARY PERIOD

I. Policy and Objectives:

All regular appointments shall be subject to satisfactory completion of a probationary period. This applies not only to the first appointment of a new employee, but to any subsequent appointment in connection with a promotion, voluntary transfer or voluntary demotion. The probationary period shall be regarded as an integral part of the selection process and shall be utilized for closely observing the employee's work for securing the most effective adjustment of a new or promoted employee to the position and for releasing any employee whose performance, dependability or conduct is not satisfactory.

At the sole discretion of management, if an employee is removed during the probationary period following a promotion, voluntary transfer or voluntary demotion for failure to perform satisfactorily the duties of the position, then the employee may be returned to the classification held prior to the appointment or to a similar classification, or the employee may be terminated.

II. Length of Probationary Period:

Except as otherwise provided in the collective bargaining agreements, all regular employees shall be subject to at least a six (6) month probationary period, but the probationary period may be up to twelve (12) months and will be established at the time of the job offer. Employees may be terminated prior to the end of their probationary period.

An employee's probationary period may be extended up to three (3) additional months, but in no event shall the probationary period exceed twelve (12) months. Such extension requires the concurrence of the Human Resources Director/designee if, in the opinion of the employee's supervisor and Department Head, it is deemed appropriate.

III. Dismissal:

At any time during the probationary period, the supervisor and Department Head may discharge an employee for failure to meet probationary standards. Employees discharged for failure to meet probationary standards will not have recourse to any established procedure except where there is conflict with Charter or other ordinance or local, state or federal law.

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Deleted: <#>Evaluation of Performance:¶
 ¶ Each supervisor shall objectively evaluate probationary employees to determine whether they should be: a) classified as permanent (non-probationary) upon completion of their probationary period; b) continued on probation for a period of up to three (3) additional months; or, c) dismissed.¶
 ¶ The Human Resources Director may make inquiries periodically to determine the progress of a new employee.¶

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Deleted: who is unable or unwilling to perform the duties of the position satisfactorily or whose habits and dependability do not merit continuance in the employ of the City

Deleted: Notice of such action shall be given to the Human Resources Director immediately and the reason for dismissal stated.

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Deleted: Probationary Employee Evaluation Report:¶
 ¶ At least ten days prior to the expiration of an employee's probationary period, the Human Resources Director shall forward to the cognizant Department Head an employee evaluation report. The Department Head shall complete and return the form indicating whet{...

PROBATIONARY PERIOD

POLICY No. 6

Effective Date: 01/01/65

Date Issued: 02/17/65

Date Revised: 10/01/76