

# CITY OF GAINESVILLE

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## Policies and Procedures

## Number 6

### PROBATIONARY PERIOD

### SUNSET – REPLACED BY POLICY E-1

#### I. Policy and Objectives:

All 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. 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 rejecting any employee whose performance or conduct is not satisfactory.

The probationary period shall be used in connection with promotional appointments in the same manner as it is used for original entrance appointments. If a person is removed during the probationary period following a promotion for failure to perform satisfactorily the duties of the higher position, the employee shall be returned to the classification held prior to the promotion or to a similar classification. Should an appropriate vacancy not exist, the employee shall be restored to the position held prior to the promotion and the provisions governing lay-off shall apply, as prescribed in Policy #23.

#### II. Length of Probationary Period:

All employees shall serve a minimum of six (6) months probationary period. An employee's probationary period may be extended up to three (3) additional months if, in the opinion of the employee's supervisor and Department Head, it is deemed necessary.

#### III. 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.

#### IV. Dismissal:

During the probationary period, the supervisor and Department Head may discharge an employee 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. Notice of such action shall be given to the Human Resources Director immediately and the reason for dismissal stated. Employees so dismissed shall not

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have recourse to any established procedure except where there is conflict with Charter or other ordinance.

V. 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 whether the employee shall be classified as permanent (non-probationary) or not.

The Human Resources Director shall discuss with the Department Head all cases where an employee's probationary period is being extended.

VI. Eligibility for Employee Benefits:

Employees serving a probationary period shall be eligible for all employee benefits unless otherwise stated in the City's Policies and Ordinances.

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