



Legislation Details (With Text)

File #: 150170. **Version:** 1 **Name:**
Type: Staff Recommendation **Status:** Passed
File created: 7/21/2015 **In control:** City Manager
On agenda: 8/6/2015 **Final action:** 8/6/2015
Title: Human Resources Policies E-1: Employment, and 06: Probationary Period (B)

This item is to amend HR Policy E-1: Employment and sunset HR Policy 06: Probationary Period.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 150170A_E-1 Employment Policy w 06 Probation Policy_20150806.pdf, 2. 150170B_Policy 06_1976 Version with Proposed Changes_20150806.pdf, 3. 150170C_Policy 06_Sunset 8-6-15_20150806.pdf

Date	Ver.	Action By	Action	Result
8/6/2015	1	City Commission	Approved as Recommended	

Human Resources Policies E-1: Employment, and 06: Probationary Period (B)

This item is to amend HR Policy E-1: Employment and sunset HR Policy 06: Probationary Period.

Human Resources Policy E-1: Employment is amended to incorporate the City’s probationary policy, which is currently set forth in *Human Resources Policy 06: Probationary Policy*. Additionally, the probationary policy provisions are amended to cover only regular appointments; contemplate voluntary transfer or voluntary demotion; change “rejecting” to “releasing” employees; include “dependability” as factor in releasing an employee; delete obsolete distinction between original entrance and promotional appointments; include “voluntary transfer or voluntary demotion” among types of probationary appointments; change “shall” to “may” where employees may be returned to prior position if removed during probationary period; expressly state employees may be terminated if not returned to their prior position when removed during probationary period; provide an exception for collective bargaining provisions that supersede the policy; restate “regular” employees; change “a minimum of” to “at least a” six (6) month probationary period; include language enabling a probationary period “up to twelve (12) months” which will be established at the time of the job offer; restate that probationary employees may be terminated; limit probationary periods that are extended to no more than twelve (12) months total; require Human Resources Director/designee concurrence for extensions of probationary period(s); delete obsolete section on Evaluation of Performance; expressly state an employee may be discharged “at any time” during the probationary period; replace reasons for removal with “for failure to meet probationary standards;” add “or local, state or federal law;” delete obsolete Probationary Employee Evaluation Report verbiage; and delete Eligibility for Employee Benefits verbiage that is covered elsewhere in Policy E-1.

Human Resources Policy 06: Probationary Policy is to sunset as described above.

There is no fiscal impact for the changes to HR Policies E-1 and 06.

The City Commission approve revisions to Human Resources Policies E-1 and 06.