



Legislation Details (With Text)

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**File created:** 7/21/2015      **In control:** City Manager  
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**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.