

ORIENTATION AND PROBATION.

All employees.

Policy.

All new hires will be properly orientated to their new department and position. Department Heads shall inform new employees of their rights, responsibilities, duties, and obligations. Performance of all new employees must meet acceptable work standards.

Orientation And Probationary Period

Department Heads or their designee shall: Notify the new employee of a date, time and designated location for starting work. Thoroughly explain all the benefits and options the employee is entitled to and notify the employee of any forms he/she must complete. The appointing authority shall provide the employee with a copy of these Personnel Policies. Provide on-site training and orientation regarding specific rules, regulations, policies and procedures of the employee's assigned department including the safety policies and procedures.

All newly appointed and promoted employees shall be required to complete successfully a probationary period to begin immediately upon the employee's starting date or promotion and to continue for a six (6) month period which may be extended up to three additional months with the written approval of the Personnel Director; an employee may be terminated without cause prior to the end of or upon the conclusion of his probation period. A probationary employee so terminated will have no access to the appeals procedures of these Policies (see 24.0). An employee who was promoted then terminated may be eligible for re-hire at the discretion of the personnel director. The probationary period shall be utilized to help new and promoted employees achieve effective performance standards. The probationary period shall be used by the department head to observe and evaluate the employee's conduct and work habits. Upon expiration of the probationary period, the department head shall notify the Personnel Director in writing that: the employee's performance meets satisfactory standards and the individual will be retained in the position; or the employee has been terminated as of a specific date.

This policy replaces section 5.0 in the Personnel Manual. This policy was adopted September 20, 2018.
Effective as of September 21, 2018


William McConnell

9/20/18
Date


Jack Rollins

9/20/18
Date


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9/20/18
Date