

EXHIBIT "A"

CHAPTER FOUR PROBATION

4.01 PROBATIONARY PERIOD

4.01 A PURPOSE

Probation is a period of time which is granted all newly appointed employees upon entering a position, to demonstrate their ability to successfully perform the duties of the job and that they can successfully operate within the work environment. The nature of the relationship which exists between the City and all of its employees, including but not limited to its probationary employees, is at will and can be terminated by the employee or the City at any time without cause.

4.01 B LENGTH OF PROBATION

All newly appointed employees shall be placed on probationary status, beginning with the date of employment for a period of one (1) year.

4.01 C EXTENSION OF PROBATION

Probation may be extended, subject to review and approval by the Human Resources Director, for a period not to exceed 90 days. Extension of probation is not a basis for submission of a complaint or grievance.

4.01 D FAILURE OF PROBATION

Failure of probation or confirmation may occur at any time within the probationary period and shall not be considered part of the disciplinary process.

4.01 E PROMOTIONAL/RECLASSIFICATION PROBATION

Employees in the City's service who receive a promotion or reclassification will be required to complete a ~~90-day~~one (1) year confirmation period. A promoted employee who fails confirmation may be returned to the same or similar position or other job for which qualified. If said position is not currently available, the employee may be terminated.

Department Heads and supervisors will use the confirmation period to closely observe and evaluate the work and fitness of employees and encourage adjustment to their jobs.

4.01 F DEPARTMENTAL DOCUMENTATION

Department Heads will document in writing the basis for making probationary recommendations.

EXHIBIT "A"

CHAPTER EIGHT PERFORMANCE APPRAISAL

8.01 PERFORMANCE APPRAISAL

8.01 A RATING OBJECTIVES

An employee's job performance shall be appraised for the purpose of defining how well the employee is performing, encouraging open and honest discussions between employee and supervisor, and shall include the following:

1. Identification of job performance problems.
2. When job performance problem areas are identified, suggestions of specific corrective action employee should take to perform satisfactorily should be provided.
3. Documentation of performance which exceeds the fully acceptable level.

8.01 B RATING FREQUENCY

All employees shall be rated ~~not less than annually~~ on their anniversary month and day unless promoted or reclassified. Promoted/Reclassified Employees shall have their evaluation month and day updated to one year from the effective date of their promotion/reclassification. Employees whose performance requires careful monitoring shall be provided more frequent evaluation.

8.01 C COUNSELING

Employees will be furnished copies of their performance review upon request. Performance evaluators will individually discuss the reports with the employees and provide counsel regarding improvements in performance which appear desirable or necessary.

8.01 D ELIGIBILITY FOR MERIT INCREASES

Merit increases will be based on employee's most recent annual performance appraisal.