

Organizational Policy

PROBATIONARY PERIOD

Purpose

The first six (6) months of employment within a job position shall be deemed as a probationary period and used to evaluate an employee's work performance and fit within a job assignment. This policy governs the conditions of this period.

Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

Provisions

Employees within the probationary period are considered 'at will' and may be terminated at the sole discretion of the City at any time within the probationary period.

The supervisor of the probationary employee is required to submit a written performance review to the Human Resources Department at least 15 days prior to the end of the probationary period indicating their recommendation to continue or terminate the employment relationship.

In situations where a supervisor requires additional time to assess an employee's performance, the Human Resources Director must approve the probationary extension. The total probationary period must not exceed one year.

Approved time away from work in excess of ten consecutive business days will automatically extend the initial and/or extension probationary period timeframes by the number of days away from work.

New Employees Only

Regular benefits-eligible employees will begin accruing vacation benefits upon the commencement of employment. Employees in a probationary status may be permitted to use vacation and/or time off without pay with supervisor approval. If employment is terminated voluntarily or involuntarily within the first six months of employment, any accrued benefit hours are forfeited and there is no payment of benefit hours pursuant to City organizational policies applicable to regular, non-probationary employees.

Policy revisions approved by City Administrator:



Alison Zelms

05/02/2022

Date

Policy History

Current Revision: 5/2/2022

Previous Revision(s): (date/s)