



## 9.1 PROBATIONARY PERIOD

### A. New Employees

1. Full-time employees are subject to a probationary period of not less than six (6) full calendar months of actual service.
2. Part-time employees are subject to a probationary periods not less than nine (9) full calendar months.
3. The probationary period for police officers shall be for a period of not less than twelve (12) full calendar months following their completion of the Academy.
4. Police dispatchers are subject to a probationary period of not less than twelve (12) full calendar months.
5. Newly promoted employees will not serve a probationary period except for police officers who are promoted to sergeant or lieutenant.

### B. Objective of the Probationary Period

1. The probationary period shall be utilized for closely observing and evaluating the employee's work performance and suitability for their position.

### C. Inability to Successfully Complete the Probationary Period

1. During the probationary period, a newly hired employee may be dismissed at any time by the Department Head in consultation with the Human Resources Director, and with the approval of the Town Manager, with or without cause and without any recourse through the grievance procedure.
2. Written notification of the termination shall be given to the employee and a copy filed in their official personnel file.

### D. Extension of the Probationary Period

1. The Department Head, in consultation with the Human Resources Director, and with approval of the Town Manager, may extend an employee's probationary period for a specified period of time, not to exceed six (6) full calendar months; and
2. The employee shall be notified in writing of the reason for the extension. Extension of the probationary period is not grievable under these policies.

### E. Completion of the Probationary Period

1. Employees who complete their probationary period satisfactorily will thereafter become regular employees.



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**Effective Date: April 2, 2014**

2. Successful completion of the probationary period does not create any contractual rights for such employees.
3. Employees will receive a formal performance evaluation at the completion of their probationary period indicating that the employee is no longer on probation. In the event a performance evaluation is not completed or their probationary period is not extended on or before the ending date of the introductory period, the employee will be deemed a regular employee, and no longer in the status of a probationary employee.