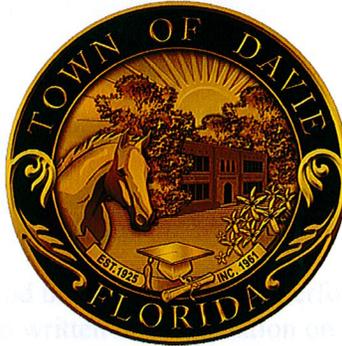


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**PROBATIONARY PERIOD
SOP #21-003**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	July 21, 2010	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:

Stacey A.S. Hyslop

Author

9/24/12

Date

Bobby Hensch

Town Administrator

9-24-12

Date

1-1. POLICY.

All new employees and all present employees transferred or promoted to a new job shall serve a probationary period of twelve months. Upon completion of the twelve month period the employee will be given a written evaluation. Regular status will be determined based on the outcome.

1-2. SCOPE.

This operating procedure applies to all full-time and part-time employees.

1-3. PROCEDURE.

- a.** During the probationary period the employee's job performance will be carefully observed by the supervisor, who will keep written documentation on the employee's performance and complete 3, 6, and 9 month reviews. Weaknesses in performance or attitude shall be brought to the employee's attention in a manner appropriate for understanding and self-correction.
 - b.** The probationary period may be extended by the number of days the employee is absent from scheduled work while in probationary status.
 - c.** After twelve months of the probationary period the supervisor shall prepare a written evaluation of the employee's job performance. The evaluation should include a recommendation as to employee's continued employment. Copies of the evaluation shall be forwarded to the Department Director for approval and to the Human Resources Department for inclusion in the employee's personnel file
 - d.** The Department Director may grant regular status to the employee at completion of the twelve month probationary period if the employee's job performance is satisfactory. A new or transferred employee may be granted an extension of up to three months if there is a need for additional time to achieve satisfactory job performance.
 - e.** New employees, whose job performance is deemed by their supervisors to be unsatisfactory after reasonable efforts have been made to improve their performance, may be dismissed at any time prior to completion of the probationary period. Employees dismissed during their probationary period shall have no rights of appeal.
 - f.** Transferred or promoted employees who are unable to perform satisfactorily in their new job during or at the end of their probationary period will be able to apply for any other open, posted position for which they qualify.
 - g.** Employees will accrue sick and vacation time from the date of employment; however, employees may only use sick or vacation leave pursuant to the provisions of the sick/vacation leave policies. Health insurance, dental insurance, short term disability, long term disability, and other related benefits, for new full time employees will begin on the first day of the month following thirty (30) calendar days of employment.
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- h.** An employee will attain regular status only after the probationary period has been satisfactorily completed.