City of Winder Personnel Policy Manual
Title: Probationary Period & Separation
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Policy: 030

Mayor

City Administrator

30.10 Purpose

The recruitment of high quality staff is crucial to the objectives and continued success of the City to provide services to the community. The Probationary Period is considered to be the final stage of a selection process for regular full-time and regular part-time employees. During this working test period, employees are required to demonstrate, by actual performance for the duties to which they have been assigned. It is also equally important that the City have a policy in place to remove employees due to various situations that may occur.

30.11 Probationary Period

A. All employees classified as a new hire, rehire, or change in position shall serve a probationary period of one year. Employees serving a probationary period following initial employment shall receive benefits provided in accordance with this policy.

B. During the probationary period the Department Head shall indicate in writing through evaluations (at the six month and prior to the twelve month mark) to the Human Resources Director:

1. Whether the employee should be retained in the position.

2. Whether the employee should be discharged.

3. Whether the employee, if on probation following a promotion should be reinstated in his former class, if available.

4. Whether an additional three (3) months of probation is warranted.

C. Promoted employees are not subject to any leave restriction as noted in section 30.12.

D. An employee may be dismissed at any time during the probationary period. The employee, if dismissed during the probationary period shall not be entitled to exercise the right to appeal his dismissal.

E. Completion of the probationary period does not confer on any employee any status other than employment at will. Any employee, whether probationary or not, may be laid off, suspended, demoted, or removed by the City Administrator.

30.12 **Benefit Status during Probationary Period**

A. Employees on probationary status, begin accruing sick and emergency leave after the completion of 90 days.

B. Any employees who have received a clothing or other type of allowance may owe the City for the pro-rated amount.

C. Employees serving a probationary period following a promotion shall continue to receive benefits provided in accordance with this policy.

30.13 **Leaves of Absence During Probation**

Successful completion of the probationary period requires twelve (12) months of active service. Employees who receive a leave of absence during the probationary period will have the probationary period extended so that the twelve-month evaluation time is satisfied.

30.14 **Separations**

A probationary employee may be terminated at any time during their probation without cause. The relationship with the City of Winder is that of an employee-at-will.