

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.

CITY OF FOREST ACRES

Probationary Period Policy

CONTENTS

I. Policy

Approval:  Date: 2/10/15
City Administrator

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.

Probationary Period Policy

I. Policy

All new employees, former employees who have been rehired, and employees promoted to new positions, are considered to be on probation for six months from date of hire. This period is a continuation of the selection process and is a time in which the new employee should demonstrate that he or she is suited for the job. **This period is not a guarantee of employment for six months.** If the department head or City Administrator concludes at any time that the employee is not suited for the position, the employee may be terminated or placed on extended probation if approved by the City Administrator.

The probation period ends successfully when the department head evaluates the new employee in writing and authorizes the employee's classification as a "regular" employee not sooner than six months after the employee's date of hire.

For promoted employees, if the department head concludes at any time during the promotion probation period that the newly promoted employee is not suited for the new position, the employee may be removed from that position. If there is a vacancy in the employee's former position that is to be filled, the employee may be returned to it. If there is no such vacancy, the employee may be considered for other vacancies for which the employee is qualified. If no other position is available for which the City determines the employee is suited, the employee may be placed on personal leave of absence or terminated. This action does not prohibit an employee from applying for future vacancies with the City.