

	<b>PERSONNEL POLICIES AND PROCEDURES</b>		<b>SUBJECT:</b>  WORKING TEST
	<b>NUMBER:</b>  EMP 20-0	<b>REVISIONS:</b>  <u>1</u>	<b>EFFECTIVE DATE:</b>  <u>February 17, 2020</u>
	<b>SUPERCEDES:</b>  <u>9/19/2011</u>	<b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b>  <u>A. Max Bacon</u> <u>Derek Norton</u> , Mayor      Date      City Administrator	

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**PURPOSE:** The working test period is designed to give the new employee or an employee promoted or transferred to a new position, time to learn the position and to give the supervisor time to evaluate the employee's potential and performance. An employee may also be placed in a working test period due to unsatisfactory performance or policy violation. During the established working test period, the City reserves the right to terminate the working test employee's service on the basis of unsatisfactory performance or on the basis of other reasons deemed sufficient by the City.

**STATEMENT OF POLICY**

All employees placed in new full-time and part-time positions must serve at least a six month working test period, except sworn law enforcement personnel, POST certified employees or firefighting personnel, who serve a twelve month working test period. This applies to new hires, promotions and transfers.

If the employee is not certified at the time of employment and state certification is required for their job, the working test shall be extended to coincide with the time limit for certification set by the state.

If an employee is unable to perform the work, the person should be transferred to a vacant position for which he is qualified or be terminated as early as possible. Early termination saves the City time and dollar investment and saves the employee possible embarrassment and frustration. Rejected working test employees shall be notified of such action in writing by the Department Head at any time during the working test period and a copy of said notification shall be retained in the personnel files.

Working-test employees do not have a property interest in their jobs and are not eligible for appeal rights.

Informal evaluations should be conducted during the working test (at intervals established in *EMP 14.0 Performance Appraisal Policy*) to assess performance and to advise employees of expectations regarding performance. Significant job deficiency(ies) should be documented in the employee's personnel file. These evaluations provide the necessary justification for retention of the person as a regular employee.

Under unusual circumstances, the working test period may be extended. This shall occur only after an evaluation of the situation, the employee's abilities, and demonstrated potential. Working test extension is done only upon recommendation by the Department Head and approved by the Human Resources Director and City Administrator.

If an individual has been transferred or promoted, he remains eligible for all benefits included with the previous position during the working test period for the transfer or promotion. If the position to which an employee has been transferred or promoted carries benefits different from those of the previous position, the person becomes eligible for the benefits of the new position upon the satisfactory completion of the working test period retroactive to the date of the transfer or promotion.

If an emergency arises during an employee's working test period which requires a leave of absence, such time off, if granted will not be considered as time worked.

Prior to the end of the working test period, the supervisor will complete a performance appraisal. Employees who achieve a rating of “*Successful*” or higher will be moved to regular status. Successful completion of the working test period and movement to regular status **does not** constitute an automatic pay increase.

(Refer to *EMP 12.0 Pay Plan Policy* for details regarding pay for Working Test employees).