

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-07-029 LGL 2007-36
TITLE: PROBATION EFFECTIVE DATE: May 1, 1995 REVISION EFFECTIVE DATE: November 2, 2007	

1.0 GENERAL

- 1.1 The City has two (2) types of probationary periods: a one (1) year period for original-entrance appointees (new hires) and a six (6) month period for promoted employees. Both types are regarded as extensions of the examination process. Employees have the opportunity to demonstrate their skill in, and mastery of, the new position by actually performing the duties and responsibilities associated with it.

This policy establishes minimum requirements for departments. Where more exacting procedures are in effect on the date of this policy - such as in the uniformed services where more frequent appraisals of performance are made - those procedures may continue.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all non-uniformed employees in all City divisions and departments.

3.0 REFERENCES

Civil Service Rules V and VI

4.0 DEFINITIONS

None

5.0 POLICY

- 5.1 It is the policy of the City to give probationers every opportunity to succeed. Supervisors shall assess the progress of probationers on a regular basis and give prompt, candid feedback to the probationer verbally and in writing.

6.0 PROCEDURE

6.1 Original Entrance Probation.

- 6.1.1 The original entrance probationary period is one (1) year.
- 6.1.2 During the initial probationary period all new non-uniformed, classified employees shall attend an orientation meeting for new employees conducted monthly by the Civil Service Department. Supervisors are responsible for orienting new employees to the job and the work site.
- 6.1.3 Supervisors shall prepare three (3) performance evaluation reports on the probationer during the fourth, eighth, and eleventh months. In each "comments" section of the report, supervisors shall write a clear, specific description of the employee's performance as it relates to that rating factor.
- 6.1.4 When the supervisor determines that a probationer must improve some aspect of performance or conduct, the supervisor shall immediately talk with the probationer. If the employee is in danger of failing probation, the supervisor must make the employee aware of the risk should improvement not be forthcoming. That discussion must be confirmed on the appropriate document - either a Report of Counseling form, a memorandum, or a performance evaluation report.
- 6.1.5 Probationers may be discharged at any time during the probationary period for any legitimate, nondiscriminatory reason. However, flagrant violations aside, before a probationer can be terminated, the probationer should be notified in writing of any deficiencies in performance or conduct and warned that probation will be failed unless improvement is demonstrated. If the decision is to discharge

the employee during the probationary period, the discharge notice shall state that the employee has failed probation and shall briefly state the reason, such as failure to meet minimum service requirements.

6.1.6 Probationers who are discharged from a classified position for failure to meet minimum service requirements may petition the Human Resources Director for a hearing. The petition must be in writing and filed with the Human Resources Director within ten (10) working days of the effective date of the termination.

6.2 Promotional Probation.

6.2.1 The promotional probationary period is six (6) months.

6.2.2 Supervisors shall prepare two (2) performance appraisal reports on the probationer -during the third and fifth months of the probationary period. The comment section shall contain clear, specific language on strengths as well as areas in which improvement is necessary.

6.2.3 When the supervisor determines that improvement in performance or conduct is necessary on the part of the probationer, the supervisor shall immediately talk with the employee. If warranted, that discussion shall be documented on the appropriate form - a Report of Counseling form, memorandum, or performance evaluation report. If the employee is in danger of failing probation, that statement must appear on the documentation.

6.2.4 Flagrant violations aside, before a promotional probationer can be failed on probation, there must be some documentation to show that deficiencies were pointed out and that the employee was warned of the danger of failing probation unless improvements were made.

6.2.5 Should a promotional probationer fail probation, that person may be returned to his/her former classification in accordance with Civil Service Rule V, Section 10(b), and Rule VII, Section 3.

7.0 RESPONSIBILITIES

The Human Resources Department shall administer this policy.

8.0 APPENDICES

None

APPROVED BY:



City Attorney (Asst)



Chief Operating Officer



Director - Human Resources

10-18-07

Date