

Subject:	PROBATION OR TERMINATION
Section:	PPG# 2603
Chapter:	Personnel
Effective Date:	7/1/98

POLICY

Probation or Termination

THE POLICY STATEMENTS CONCERNING PROBATIONAL STAFF MEMBERS AND REGULAR STAFF MEMBERS RELATIVE TO PROBATION AND/ OR TERMINATION ARE INTENDED TO BE GENERAL STATEMENTS OF THE DEPARTMENT AND ARE NOT INTENDED TO BE A PART OF THE EMPLOYMENT RELATIONSHIP BETWEEN THE DEPARTMENT AND INDIVIDUAL STAFF MEMBERS.

New staff members shall serve on a “probational” status for a one-year period following employment with the department. The chief shall conduct a formal performance appraisal monthly during within the first twelve (12) months of employment with the department. A probational status staff member may be released at any time during the initial one-year period.

A regular staff member whose performance does not meet minimum requirements shall receive written notification from the chief. Such written notice shall contain the following information:

1. The specific area of deficiency based upon the staff member’s position description.
2. A specific and reasonable plan for improvement.
3. The duration of the probation period (not to exceed 30 days).

The chief shall meet with the staff member on an “as needed” basis to discuss the area of deficiency and the specific and reasonable plan for improvement. The chief shall maintain a record of each session. At the conclusion of the probationary period, the chief shall make a final determination on the employment status of the staff member.

A staff member who is terminated has the right to appeal his/ her termination to the board of commissioners, provided that he/ she writes an appeal to the board within three (3) working days after the termination. The board of commissioners will schedule a date for the meeting and notify the staff member in writing of the time and

place. After the appeal hearing, the board will notify the terminated staff member in writing of its decision within ten (10) working days. The board's decision will be final.

The following steps apply to regular staff members who have completed their probational employment period and may be taken at any time the chief determines that performance is unacceptable:

1. A written evaluation report should verify that the staff member is not meeting acceptable performance standards. A copy of such evaluation report should be provided to the staff member. Such report shall include a statement indicating the time frame where performance must be improved.
2. If an acceptable performance level is not achieved, the staff member and the board of commissioners will be advised in writing.

If the board elects to terminate the regular employee, the chief shall advise the staff member in writing of the last working day.