

POLICY - 2.2.8 - EMPLOYMENT/PROMOTIONAL PROBATION PERIOD
SCOPE - ALL EMPLOYEES

New and rehired employees in positions other than temporary shall serve a probationary period of 12 months commencing on the first day of employment. Upon promotion probation is 6 months unless otherwise specified in the position or at the time of the promotion opportunity.

Probation is part of the selection process used to confirm the initial employment or promotion decision and to reject those whose performance is not satisfactory. During this evaluation period, the employee or the promoted individual and the District will have an opportunity to determine whether further employment with the District or the promotion is appropriate.

The Fire Chief may extend the duration of the probationary period up to 6 months if, in the Chief's sole discretion, it is determined that such an extension is appropriate. The employment relationship can be terminated by the employee or the District at any time during or after the probationary period for any reason. An employee who successfully completes the probationary period will be notified in writing that the employee has become a regular full-time or regular part-time employee of the District.

No employee will be deemed a "regular" employee and no longer a probationary employee until the District has so determined and notified the employee formally in writing.