TOWN OF HILLSBOROUGH
PERSONNEL POLICY

POLICY 102 LAST REVISED 8/1/08

SUBJECT: PROBATION PERIOD

PURPOSE: To establish policy and procedure for the probation period of new employees and regular employees who transfer to a new position.

STATEMENT OF POLICY:

All employees must serve a twelve-month probation period unless otherwise defined by the applicable Memorandum of Understanding ("MOU").

The probation period is designed to give the employee the opportunity to learn the position and to give the supervisor time to evaluate the employee's performance and ability to meet the requirements of the position.

The Department Head, with the approval of the City Manager, may terminate a probationary employee at any time, with or without cause and with or without notice.

PROCEDURE:

Failure to Pass Probation

The Town shall notify, in writing, employees who fail to complete their probationary period. Probationary employees are not eligible to utilize the grievance or appeal process.

Performance Evaluation

Prior to conclusion of the probationary period, the Town will provide probationary employees with a written evaluation. The purpose of the evaluation is: (1) to assess whether to retain an employee as a regular employee; (2) to evaluate the strengths and weaknesses of the employee's work; and (3) , if applicable, to set future performance goals.

Extension of Probation

The Town retains the right to extend an employee's probationary period. If a leave of absence occurs during the probationary period, this period will be extended by an amount of days equal to the leave. Probation extension is granted only upon approval of the City Manager.