

time employment commences.

For regular positions, the verification process and filing of I-9 forms takes place at the Human Resources Department.

For temporary and on call positions, the verification process will take place at the hiring department, with I-9 documents forwarded to the Human Resources Department.

11. *Prior Service Credit*

A department director may waive all or part of the probationary period if the newly appointed employee served as a temporary, on-call, part time or seasonal employee in the same position. The director must initiate the waiver at the time of appointment.

12. *Policy and Benefits Orientation*

Shortly after beginning work, all new regular full time, part-time and seasonal employees should be provided orientations on **citywide** benefits and **policies**.

During these meetings, eligible employees may sign up for City benefits and learn about personnel policies, wage and salary review procedures, and general information about City activities and facilities.

The Human Resources Department normally schedules and conducts these meetings.

13. *Probationary Period*

The probationary period of new employees or employees in new positions is the first **six** months in the new position or as specified in the respective collective bargaining agreement.

During the probationary period, the supervisor and employee should meet with the supervisor regularly to discuss the job responsibilities, standards, and performance requirements of the new position, including attendance, punctuality, and behavior toward co-workers and the public.

If the supervisor determines that the employee is not meeting expectations during this period, the

supervisor should advise the employee in writing of performance deficiencies and required corrective actions.

If the employee does not show improvement, the employee may be removed from that position or terminated.

In cases of promotion or transfer, an employee who does not successfully complete the probationary period may be returned to their former position as specified in the respective collective bargaining agreement, if it is a represented position. If former position is not a represented position, employee may be returned to their former position if position is available and it would meet the City's needs. However, there is no guarantee of continued employment and the employee may be terminated.

14. Related Information

- > Personnel Policy No. 1-2: Equal Employment Opportunity
- > Personnel Policy No. 1-4: Ethics
- > Personnel Policy No. 2-1: Employee Status

Approved by: _____
City Manager HR Director

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