



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES

Policy No. 504: PROBATIONARY/INTRODUCTORY PERIOD

A. General Provisions

1. The Probationary/Introductory Period is considered to be the final stage of a selection process for regular full-time and regular part-time employees. During this working test period, employees are required to demonstrate, by actual performance, their fitness for the duties to which they have been assigned.
2. No regular full-time or regular part-time employee will receive regular employment status without satisfactorily completing a Probationary/Introductory Period; satisfactory completion must be documented by an overall performance evaluation rating of "Standard" or above.
3. All regular full-time and all regular part-time employees serve either a Probationary Period or an Introductory Period, as noted in the following Paragraphs 3.a. and 3.b. An employee may serve a Probationary/Introductory Period beginning from: original appointment; reinstatement; a new promotion; or as part of a disciplinary process to provide an additional evaluation period in lieu of immediate dismissal.
 - a. **Probationary Period** - All Classified regular full-time employees serve a Probationary Period.
 - b. **Introductory Period** - All Unclassified full-time employees, and all regular part-time employees serve an Introductory Period.
 - c. The difference between a Probationary Period and an Introductory Period is that following the Introductory Period, the Introductory Employee retains an "employment at will" status and continues to be employed at the discretion of the City Manager; while, a Probationary Employee having successfully completed the Probationary Period may only be dismissed or suspended for defensible reasons.
4. Supervisors should review applicable City of Kettering Civil Service Rules, applicable bargaining agreements and Policy No. 501: Types of Employment - Employment Status.

B. New Employees

1. Each new regular full-time and regular part-time employee shall be required to serve a Probationary/Introductory Period of 12 months. At the discretion of the Department Director and the Human Resource Director (and in circumstances involving Classified Civil Service Employees, with the concurrence of the Kettering Civil Service Commission), and in accordance with applicable bargaining agreements, an employee's Probationary/Introductory Period may be extended if it is determined that an extended period of observation and evaluation would be in the best interests of the City.
2. Upon satisfactory completion of the Probationary/Introductory Period, an employee shall

obtain regular employment status. In the case of Classified employees, this is known as obtaining "permanent status" as defined by Civil Service rules.

3. During the Probationary/Introductory Period, employment of all employees is on an "employment at will" basis and at the discretion of the City Manager.

C. Promotional Probationary/Introductory Period

1. Employees who receive promotions into regular full-time and regular part-time positions shall be required to serve a Probationary/Introductory Period. At the discretion of the Department Director and the Director of Human Resources and in accordance with applicable bargaining agreements, the Probationary/Introductory Period may be extended.
2. Unsatisfactory Probationary/Introductory Employees may:
 - a. Be returned to the position in which they were serving prior to the promotion, provided that an appropriate vacancy exists; or
 - b. Be removed from employment with the City.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

12/22/22

Date




Mark Schwieterman
City Manager

Issued:

12-22-22

Date



Jenny Smith
Human Resource Director