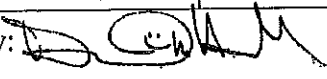
 Town of Swansboro	<b>Personnel Policy</b>		<b>Recruitment and Employment Probationary Period</b>	
	Number: Article IV; Section 4	Revisions:	Effective Date: November 20, 2012	Page of 1 2
	Supersedes:		Approved By: 	

## **ARTICLE IV. RECRUITMENT AND EMPLOYMENT**

### **Section 4. Probationary Period**

An employee appointed or promoted to a permanent position shall serve a probationary period. Employees shall serve a six month probationary period, except that sworn police personnel and department heads shall serve a twelve month probationary period. During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress. Employees serving twelve month probation shall have a probationary review at the end of six months as well as before the end of twelve months.

An employee serving a probationary period shall be entitled to all benefits provided in accordance with the personnel policy, except the following:

- (1) An employee may accumulate annual leave, but shall not normally be eligible for paid annual leave during the probationary period. The Town Manager may allow paid annual leave to probationary employees when the Town Manager determines that the leave is required to relieve a particular hardship situation;
- (2) An individual whose employment is discontinued for any reason during the probationary period shall not be eligible for terminal pay for accumulated vacation.

An important purpose of the probationary period is to provide an opportunity for the appointee to adjust to the new job. Likewise it serves as a trial period during which the employee demonstrates his or her ability to perform the work, to accept additional responsibility, to demonstrate good work habits and to work well with the public and fellow employees. Before the end of the probationary period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion should be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed.

Probationary periods may be extended for up to 6 additional months, except that the probation period for sworn police personnel shall not exceed 12 months.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this policy. A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee shall be dismissed. Promoted and demoted employees who are on probation retain all other rights and benefits such as the right to use the grievance procedures.

Upon successful completion of the probationary period, the employee is eligible to be considered for a probationary pay increase as outlined in Article III, and to use annual leave as outlined in Article VII.