



MANAGEMENT POLICY

POLICY NUMBER:
101.11

SUBJECT:

Probation

EFFECTIVE DATE:
1/24/2011
REVISED DATE:

- I. Purpose
This policy establishes the District's provisions for the application of employment probation practices for the District.
- II. Scope
The policy provisions apply to all employees of the Rio Verde Fire District.
- III. Policy
The types of employment probation established in this policy are:
 - Initial regular employment probation
 - Promotional probation
 - Voluntary demotion probation
 - Disciplinary probation.
- IV. Procedure
 - A. Initial Regular Employment Probation
 1. The duration of initial regular employment probation shall be:
 - a) Twelve (12) months from the date of hire.
 - b) The probationary period shall be extended for the corresponding period for which the probationary employee is absent from work for any reason for thirty (30) or more calendar days (individual or consecutive).
 - c) Absences for less than thirty (30) calendar days shall not extend the initial regular employment probation period.
 2. Extension of Initial Regular Employment Probation
 - a) May be extended one time with written approval of the Fire Chief or designee.
 - b) The extension shall not exceed the original probationary period [i.e. Twelve (12) months].
 3. Completion of Initial Regular Employment Probation
 - a) A performance rating that satisfies the requirements of the District on the final evaluation shall confirm the probationer to regular District employment status upon the completion of the required probationary period. An employee on initial regular employment probation shall receive a written performance evaluation prior to the end of the probation period.
 - b) If the Fire Chief or designee determines at any time during an initial regular employment probationary period that the services of the probationary employee are no longer required, the employee may be

dismissed without the right of appeal. The employee shall be provided a copy of the Notice of Dismissal.

B. Promotional Probation

1. The duration of Promotional Probation shall be:
 - a) Six (6) months from the date of promotion.
 - b) The probationary period shall be extended for the corresponding period for which the probationary employee is absent from work for any reason for thirty (30) or more calendar days (individual or consecutive). Absences for less than thirty (30) calendar days shall not extend the promotional probation period.
2. Extension of Promotional Probation
 - a) May be extended one time with written approval of the Fire Chief or designee.
 - b) The extension shall not exceed the term of the promotional probationary period.
3. Completion of Promotional Probation
 - a) A performance rating that satisfies the requirements of the District on the final evaluation shall confirm the probationer to regular District employment status after the completion of the required probationary period. An employee placed on promotional probation shall receive a written performance evaluation prior to the end of the probation period.
 - b) An employee who fails to successfully complete a promotional probationary period shall revert to the former position or a position in the same class the employee previously occupied. If there is no comparable vacant position available, the employee may be terminated and placed on an employment list for which the employee is qualified.

C. Voluntary Demotion Probation

1. The duration of voluntary demotion probation shall be:
 - a) Twelve (12) months
 - b) The probationary period may be extended for the corresponding period for which the probationary employee is absent from work for any reason for thirty (30) or more calendar days (individual or consecutive). Absences for less than thirty (30) working days shall not extend the initial voluntary demotion probation period.
2. Extension of Voluntary Demotion Probation
 - a) May be extended one time with written approval of the Fire Chief or designee.
 - b) The extension shall not exceed the original probationary period.
3. Completion of Voluntary Demotion Probation
 - a) A performance rating that satisfies the requirements of the District on the final evaluation shall confirm the probationer to regular District employment status after the completion of the required probationary period. An employee placed on voluntary demotion probation shall receive a written performance evaluation prior to the end of the probation period.
 - b) If the Fire Chief or designee determines at any time during a voluntary demotion probationary period that the performance of the probationary employee does not meet the position requirements, the employee may be terminated. Termination actions shall adhere to

Management Policies 101.15 (Corrective Action-Disciplinary Process) and 101.21 (Complaint-Appeals Procedure).

D. Disciplinary Probation

1. Initial disciplinary probation shall be:
 - a) Six (6) months
 - b) Initial disciplinary probation may be extended for up to an additional six (6) months by the Fire Chief
2. Disciplinary probation will be based on infractions as outlined in Management Policy 102.01 (Standards of Conduct). As part of the disciplinary probation process, the employee shall be notified that any act(s) by the employee, which could result in further disciplinary action, occurring while the employee is on disciplinary probation, may be grounds for demotion or dismissal.
3. While on disciplinary probation, an employee will not be allowed to compete in any promotional testing and will have the salary set by the Fire Chief at a rate no more than the current salary and no more than five percent (5%) below that salary. The employee's salary will be frozen for the duration of the probation period. If an employee's performance evaluation falls during the disciplinary probation period the review may take place, but no merit increase will be granted. An employee placed on disciplinary probation shall be formally evaluated at least once at the halfway point and again prior to the end of the disciplinary probation period.
4. Upon Fire Chief recommendation of disciplinary probation all personnel actions shall adhere to Management Policies 101.15 (Corrective Action-Disciplinary Process) and 101.21 (Complaint-Appeals Procedure).