

**CITY OF PLANO POLICIES AND PROCEDURES**

203.000

**Department Name:** Human Resources Manual

**Procedure:** Probation

**Effective Date:** 11/01/96

**Revision Date(s):** 08/10/98, 08/01/05, 04/01/06, 01/01/07, 10/01/08, 04/01/09, 01/01/10

**I. Purpose**

To establish policies and procedures for probationary employees.

**II. Policies and Procedures**

It is the purpose of the probationary period to provide a time for the City to determine whether the employee has shown the ability to meet the initial expectations for the position. Supervisors should actively evaluate whether the probationary employee's conduct and performance successfully meet the expected standards and requirements.

**A. Probationary Period**

Every person initially appointed to the City or promoted in City service under a regular appointment must successfully complete the probationary period.

**1. Non-Civil Service Employees**

Non-Civil Service employees shall serve a six-month probationary period.

**2. Civil Service Employees**

A firefighter or police officer who is hired pursuant to Chapter 143 of the Local Government Code but who has not yet completed their entire probationary period as defined in Section 143.07 of the Local government Code is governed by that statute and the respective department policies, and is not governed by this policy.

**3. Unsatisfactory Performance**

Unsatisfactory performance can occur at any time within the probation period.

a. Prior to the dismissal of a probationary employee, a department head/division manager shall consult with Human Resources. A decision to dismiss a probationary employee must be initiated with a notice of proposed dismissal and include the employee's right to respond to the department head within two (2) business days (see Procedure 216). The department head will make the final decision as to the dismissal.

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- b. A promoted employee who does not successfully complete probation may return to his/her former position if it is available. Otherwise, the employee will be dismissed which is initiated with a notice of proposed dismissal.
- c. Extension of Probationary Period – At the discretion of the department head or his/her designee, the initial probationary period may be extended up to three (3) months.

4. Appeal Rights

An employee who is dismissed during the initial probationary period does not have any appeal rights. This restriction also applies to an employee whose initial probationary period is extended pursuant to Subsection 3c. above. However, a promoted employee who is dismissed during the probationary period may appeal pursuant to the process outlined in Policy 216.

5. Personnel Transactions

Newly hired and newly promoted employees generally are not eligible for promotion, lateral transfer or voluntary demotion during the probationary period. Exceptions may be granted by the city manager or an executive director when such promotion, lateral transfer or voluntary demotion is in the best interest of the City.

**III. Appendices**

- A. Employee Departmental Orientation Check Sheet

