

Section I - Objectives

The probationary period for City employees is an integral part of the selection process. This period shall be utilized by the departmental management for closely observing the employee's work; for aiding in the most effective adjustment of a new or any employee changing positions; and for rejecting any employee who, in the departmental management's judgment does not perform in a satisfactory manner.

Section II - Duration

The probationary period shall be a minimum of six (6) months. The Human Resources Director may, upon the written request of a department manager, submitted not later than thirty (30) days before the end of the probationary period, extend the duration of such period. No extension shall be allowed which would extend the probationary period beyond one year.

Section III - Rights and Benefits of a Probationary Employee

A newly hired probationary employee shall receive the same fringe benefits as an employee in the classified service except in the earning of annual leave. At the end of the probationary period the employee's performance will be reviewed by the supervisor and submitted to the Human Resources Department.

At any time during the probationary period, a department manager may remove an employee for tardiness, abusive behavior, or any other conduct detrimental to the City of Hagerstown. The employee shall have no recourse through the grievance procedure.

Section IV - Probationary Period Reports

At least thirty (30) days prior to the expiration of an employee's probationary period, the department manager shall notify the Human Resources Department whether or not the employee is recommended for regular employment.