

RESOLUTION NO. 15-57

**A RESOLUTION OF THE DRAPER CITY COUNCIL AMENDING THE PERSONNEL POLICY MANUAL REGARDING THE PROBATIONARY EMPLOYMENT PERIOD**

**WHEREAS**, The City Council reviews and adopts policies and procedures to assist in the efficient utilization of scarce City resources and the fair and uniform application of requirements and benefits to City employees; and

**WHEREAS**, The City Council has reviewed Section 3020 and has determined a need to restrict job transfers during the Probationary Employment Period; and

**WHEREAS**, The City Council believes this amendment is in the best interest of the employees of Draper City.

**NOW, THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, AS FOLLOWS:

**Section 1. Amendment**. The Draper City Council does hereby adopt the amendment to Section 3020 as attached hereto as Exhibit "A".

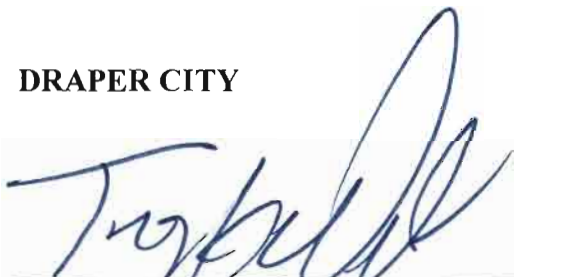
**Section 2. Severability**. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

**Section 3. Effective Date**. This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, THIS THE 10<sup>th</sup> DAY OF NOVEMBER, 2015.**

ATTEST:

DRAPER CITY

  
\_\_\_\_\_  
Mayor Troy K. Walker  
\_\_\_\_\_  
Rachelle Conner, City Recorder

## Exhibit "A"

### Section 3020 - PROBATIONARY EMPLOYMENT PERIOD

#### General Policy Statement:

All employees hired into a full-time position are required to complete a Probationary Employment Period. During this period, an employee's potential for successful performance will be closely examined. It is expected that probationary employees will also evaluate the City and their employment position in terms of their own personal needs. During the Probationary Employment Period employees are considered at-will and may be terminated with or without cause.

#### Policy:

1. Probationary Employment. All full-time employees hired by the City shall be required to successfully complete a Probationary Employment Period in accordance with this section.
  - A) All full-time employees, except for sworn police officers, immediately upon hire shall complete a six-month Probationary Employment Period.
  - B) All full-time sworn police officers immediately upon hire shall complete a 12-month Probationary Employment Period.
2. Promotions – New Position. When current employees are promoted or assume a new position requiring new job qualifications or job skills, they shall complete an additional Probationary Employment Period. Promotion or new position does not include a move in a career ladder position (for example, moving from a Building Inspector I to a Building Inspector II) or involuntary job restructurings, reclassifications, or transfer within the same Department with similar job duties.
3. Expectations for Competency. By the end of the Probationary Employment Period, an employee is expected to be performing at an acceptable level of performance in their position.
  - A) Supervisor's Guidance. During the Probationary Employment Period, the employee's supervisor should provide close supervision, necessary training and guidance, and should keep the employee informed of progress being made.
  - B) Formal Performance Appraisal. At the end of 90 days and again at the successful completion of the Probationary Employment Period, a formal, written performance appraisal shall be completed and discussed with the employee. The appraisal should include:
    - (i) discussion of the employee's strengths and weaknesses; and
    - (ii) the supervisor's assessment of the employee's potential and whether the employee should be retained.
4. Completion. Upon completion of the Probationary Employment Period, recommendation of the Department Head, and approval of the City Manager, an employee will become a full-time employee in the position for which he or she is serving. The Department Head shall notify the employee of the new status and document the event with a Personnel Action Form.
5. Written Notice of Extension. Upon the recommendation of the supervisor and approval of Department Head and the City Manager, the Probationary Employment Period may be extended when the original period is not adequate for the satisfactory assessment of an employee's performance. In such event, the employee will receive written notification of the reason for and length of the extension.
6. Job Transfers. Application for a job transfer to another position within the City is not permitted until after successful completion of the Probationary Employment Period.
7. Termination of Probationary Employees. All terminations of probationary employees shall be reviewed by the Human Resources Director and must have the prior approval of the City Manager.

#### ADOPTION – AMENDMENTS – REVISIONS