

TA RAP 4/21/22  
Management Proposal 11:07 AM  
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## ARTICLE 9 – PROBATION

Section 9.1 Initial Probation. All employees who are appointed to a COBEA represented position shall serve the initial twelve (12) months of employment on probationary status to determine their suitability for continued employment. Any COBEA represented employee who has served twelve (12) months of probation as of July 1, 2019 will be considered to have served their probationary period. The initial probationary period shall begin when an employee is appointed to a COBEA represented position. Transition from initial probation to regular status may occur prior to twelve (12) months at the City's sole discretion. The City may extend an employee's probation from 12 to 18 months for purposes of further assessing an employee's performance, and will provide notice in writing to the employee and COBEA.

Employees hired into the Utility Worker Apprentice position, excluding the Limited Duration Utility Worker Apprentice assigned to the WRF, will serve an 18 month probationary period and will automatically advance to the Utility Worker I position upon earning the minimum certifications and meeting the performance expectations of the higher position, whichever is sooner. An employee will not serve longer than a total of 18 months of initial and promotional probation.

Section 9.2 Termination of Probation. The City may remove an employee at will within the probationary period if, in the opinion of the City, the employee is unable or unwilling to perform the duties in a satisfactory manner or that the employee's habits and dependability do not merit continuance as an employee. There shall be no grievance procedure for employees removed during the probationary period.

Section 9.3 Promotional and Lateral Transfer Probation. Upon promotion or lateral transfer, including promotion/lateral transfer to a limited term duration position, employees shall serve a six (6) month probationary period to determine their suitability for continued employment in the classification to which they are promoted or transferred. A lateral transfer is defined as the movement from one classification to another classification within the same salary grade. ~~Employees promoted/laterally transferred shall receive a written performance appraisal at three (3) months including, if warranted, a written plan for skills and/or professional development with clear, achievable metrics.~~ If an employee is promoted/laterally transferred and does not meet the requirements of the new position, the City may return the employee to their former position provided a vacancy exists in that previous position.