

# Probation & Probationary Salary Increases

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## 1.0 POLICY

All employees serve a 'trial period' called probation. Hiring officials may reward the successful completion of an employee's probationary period with a salary increase.

## 2.0 PURPOSE

To recognize and reward an employee's successful completion of the probationary period.

## 3.0 SCOPE

All benefit-eligible employees.

## 4.0 DEFINITIONS

- 4.1 Benefit-Eligible - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.
- 4.2 Probationary Increase - A salary increase awarded to an employee after successful completion of the probationary period.
- 4.3 Probationary Period - The probationary period is a "trial period" during which the supervisor determines whether the employee is suitable for and is able to acceptably meet the Town's job performance and behavioral expectations for the position. It is the benefit-eligible employee's initial period of employment, or its the period immediately following an employee's promotion to a new position. An employee may be terminated from Town employment for any lawful reason with no right of appeal during the period. The duration of a probationary period is typically the initial six months of service but may be longer for specific jobs requiring more extensive training processes, closer supervision or if the employee takes a leave of absence during the probationary period.
- 4.4 Probationary Status - The state of a benefit-eligible employee's employment during the probationary period. Probationary Status indicates that an employee is in a period of employment during which the employee may be terminated from Town employment for any lawful reason with no right of appeal.

## 5.0 ORGANIZATIONAL RULES

- 5.1 The probationary period for benefit-eligible employees is 6 months.
- 5.2 The probationary period is a "trial period" during which the supervisor determines whether the employee is suitable for and is able to acceptably meet the Town's job performance and behavioral expectations of the position into which the employee has been hired or promoted.
- 5.3 The probationary period may be extended by an equivalent period of time an employee is on a leave of absence or Workers Comp.
- 5.4 Hiring Officials may, or may not, choose to award post probationary increases.
- 5.5 Only those employees hired at a salary less than the maximum rate of the salary range may be eligible for a probationary increase.

- 5.6 An employee who receives a salary increase as a result of a promotion, reclassification, salary grade increase, or market adjustment during his probationary period will not be eligible for a probationary salary increase.
- 5.7 An employee may not receive both a post-probationary salary increase and a merit increase in the same fiscal year.

## **6.0 PROCEDURES**

- 6.1 The amount of the Probationary Increase is established annually by the Town Manager as part of the Town's pay administration program and will be included in the memo issued to all Town employees following the adoption of the annual budget by the Town Council.
- 6.2 Hiring Officials may designate whether an employee is eligible or ineligible for a probationary increase within the guidelines of this policy. This decision will be communicated in the original offer of employment as part of the compensation package offered to the employee.
- 6.3 All post probationary increases awarded will be effective the first day of the next full pay period following the date the employee successfully completed the probationary period. In order for this to occur, payroll must receive written documentation to support the successful completion of the probationary period by the employee, with the Department Head submitting the documentation to Payroll by the published payroll changes turn-in date issued each year by Human Resources.

## **7.0 APPENDIX, APPENDICES**

- None