

City of Yuma, Arizona
ADMINISTRATIVE REGULATION

Issued by: *Greg Wilkinson*
 Authority: City Administrator

**SUBJECT:
 PROBATIONARY PERIODS, JOB PERFORMANCE AND EVALUATION
 CRITERIA FOR CITY EMPLOYEES**

Issued: March 30, 2016

- 1.0 **PURPOSE:** This Administrative Regulation is issued to establish new hire and promotion probationary period and anniversary dates at which time employees will be evaluated and the methods for evaluation of job performance and criteria for consideration for advancement within the pay plan.

- 2.1 **PROBATIONARY PERIODS:**

- 2.2 **Initial New Hire, Promotion or Involuntary Demotion:** Newly hired, promoted or demoted full-time employees shall be placed on a probationary period of no less than six (6) months. Department Directors may establish longer probationary periods for certain positions. Newly hired Police Cadets shall start their probationary period upon graduation from the City-required Arizona Law Enforcement Training Academy. Newly hired Fire Fighter Cadets shall start their probationary period upon graduation from the City-required fire academy.

- 2.3 **Voluntary Demotions, Transferred or Reinstated Employees:** When an employee voluntarily demotes or transfers to another position, or when an employee has left City service and is reinstated within one (1) year, the requirement of a probationary period is at the discretion of the Department Director.

- 2.4 **Any Positions Requiring After-Hire Certifications/Completion of Training Criteria:** Any position where a certification is not required at time of hire, but is required within a number of months beyond the position's normal probationary period, will have the probation extended until such time as the certification is obtained. If such certification is not obtained within the time limits specified at the time of hire, the employee may be dismissed for failure to complete probation. If an employee is hired as a trainee, the completion of probation will be contingent upon the time lines and requirements of the training criteria.

- 2.5 **Extension of Probationary Periods:** Any probationary period may be extended for a period of one-half of the initial probationary period, upon request of the Department Director. Any extension beyond one-half of the original probationary period will require the approval of the City Administrator.

- 2.6 **Correction Periods:** An employee may be placed on a Correction Period for deficiencies in his/her overall job performance, including conduct or behavior deficiencies. A correction period will not extend beyond six months, unless the Department Director justifies further extension to the City Administrator. An employee who fails to pass his or her Corrective Period may be disciplined in accordance with AR 1: Discipline. Employees on a Correction Period are not eligible for a pay increase until they successfully complete the Correction Period.

2.6 Employment Status During Probationary Period:

- (a) **New Hire Probation:** During the initial probationary period or an extended new hire probationary period, the status of the probationary employee is at-will. The City reserves the right to terminate employment of an at-will probationary employee at any time during the probationary period. An employee who is released from City employment during or at the end of a probationary period does not have the right of appeal to the City of Yuma Merit System Board.
- (b) **Promotion, Demotion or Transfer Probation:** When an employee has been promoted, demoted or transferred and is on a probationary period, she/he is then an at-will employee in the new position and can be terminated from the position at any time.

2.7 Ending of Any Probationary Period: A probationary period will end when it has been successfully completed and the appropriate paperwork has been signed by the Department Director. Absent the approved documentation, the employee's probationary period will be extended 90 days. At the end of the 90 days the employee will no longer be considered at-will.

3.0 PERFORMANCE EVALUATIONS: The City will establish and maintain a system of performance evaluations.

3.1 Performance evaluations are due at the end of all probationary periods.

3.2 Performance evaluations periods end on April 30 of each year for non-probationary employees.

3.3 Performance Evaluation Due Dates Will Change If:

- (a) The employee is off work for ninety or more calendar days, either consecutive or cumulative within the annual rating period. This includes absences under Industrial Leave, FMLA, or Major Medical Leave, Military Leave, Jury Leave or Unscheduled General Leave, LWOP, and combinations of these leaves.
- (b) The employee has been on a correction period of 91 or more calendar days since the prior anniversary date.
- (c) The employee has been on light duty assignment for 91 or more calendar days since the prior anniversary date, not performing substantially the full range of the job duties, as determined by the Department Director.
- (d) For non-consecutive leave, ninety calendar days will be 520 hours of leave for 40-hour employees, and 728 hours for fire suppression employees.

4.0 ELIGIBILITY FOR MERIT INCREASE: Administrative Regulation 4 sets forth the criteria for merit increases based upon overall evaluation ratings.

5.0 REVIEW OF PERFORMANCE EVALUATION: Employees may discuss their evaluation and/or merit increase with any level of direct supervision, following the proper chain-of-command, up to their Department Director. If a disagreement exists between the employee and the rating supervisor, an employee may attach a written statement to their evaluation indicating specifically any areas in which there is disagreement. This statement will be reviewed by the chain-of-command and may be accompanied by a rebuttal from the Department Director or Division Director. This statement and any rebuttal will be attached to the evaluation and become part of the employee's personnel file. Evaluations and merit increase amounts are not grievable or appealable to the City of Yuma Merit System Board.

6.0 **CITY'S RIGHT TO WAIVE OR AMEND**: When it is deemed in the best interest of the City to do so, the City Administrator, or designee, may waive or amend any portion of this Regulation, not in conflict with the Personnel Rules, City Charter or City Ordinance.