

4.15 Employee-in-Training Period:

Every employee hired by the City must complete a 12-month training period for the purpose of assessing the individual's ability to perform their assigned duties. Such employment may be terminated if either the City or the employee feels this is the appropriate action. There is no notice required of either party for such termination and no due process procedures will be held by the City for any disciplinary action during this time period. During this training period an employee shall accrue both sick and vacation leave at the regularly scheduled rate. Sick leave may be used as necessary at this time, however, the employee is not entitled to use their accrued vacation leave until completion of their training period. An employee-in-training is entitled to paid holidays as observed by the City. At the discretion of the employer, the training period may be extended by an additional 3 months.

If the employee's Department Head determines that the employee is not meeting the required standards of performance during the review period, the employee may be dismissed. If an employee is dismissed pursuant to this section, such dismissal will be without the right of appeal. If the employee on review status is a promoted employee and is not meeting the required standards of performance, he/she may be restored to his/her original position or to a comparable position, if available.

~~Wage of full-time new hires, transfers within a department, and transfers to another department will be 90% of the existing wage for the job he or she is filling. After completion of one year, employee wages are increased to 95% of all other employees in that department or job classification. After completion of two years, the remaining 5% will be granted to bring employee up to current wage of other employees in that classification. Department Head positions are excluded from starting at 90% of prevailing wage. (Amended by City Commission on July 20, 2015)~~

~~Upon establishing good cause, a department head may seek approval of the City Commission to suspend this policy. (Amended by City Commission on July 20, 2015)~~