



CITY OF MILES CITY PERSONNEL POLICY

Section 3:	Employment Information
Effective:	10/14/2014
Last Revised:	10/7/2014

Probationary & Trial Period

- This policy supersedes all previous policies and/or handbooks published by the City of Miles City. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

PURPOSE

The City of Miles City believes that an employee should have time to adjust to new surroundings, assume an increasing workload and prove that he or she is the proper person for the position.

POLICY

The City of Miles City's policy for a newly hired employee is that he or she is subject to a probationary period.

PROCEDURE

A. Probationary Period:

1. All newly hired employees must serve a period of initial probation. Police Officers, Firefighters and Dispatchers serve a probationary period of one year; ~~all other~~ all other employees serve a minimum of ~~six months~~ one year probation, unless otherwise defined by a Collective Bargaining Unit.
2. The "Employment Confirmation Letter" received by the employee, signed by the Mayor, and shall state length of probationary period.
3. The probationary period is designed to give the employee time to learn the position and to give the Department Director/Supervisor time to evaluate the employee's potential and performance. Probationary employees will be formally evaluated at three (3) months of employment and one (1) month prior to completion of their probationary period, using the City's "Employee Performance Appraisal" form. During the established initial probationary period, the City reserves the right to terminate the probationary employee's service with or without cause, provided; however, the employer shall not discharge or otherwise discipline an employee for protected union activity, public policy or written policies.



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Section 3:

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Effective:

07/01/2021

Last Revised:

04/27/2021

NON-UNION WAGE SCALE MATRIX

Resolution #4399

- This policy supersedes all previous policies and/or handbooks published by the City of Miles City. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

PURPOSE

To establish a wage scale matrix for non-union staff to aid in the retention of staff.

POLICY

The City of Miles City shall provide step increases for non-union staff as described in the matrix once each fiscal year as the health of the City budget allows.

PROCEDURE

Step Increases

1. On initial employment an employee will be placed on the schedule at the beginning probationary wage.
 - a. A current City employee transferring to a new position will either be placed at the probationary wage or a step commensurate with education and experience.
2. Each ~~fiscal year~~ year, on an employee's annual anniversary, in conjunction with the performance evaluation process the step increase may be recommended when the individual performs at a satisfactory level.
3. When an employee has progressed to the last step of the schedule for that position no further increases will be granted.
4. The Human Resources Committee forward recommendations to the Finance Committee by June 1, each year.
5. The Human Resources Committee recommendations shall be tracked on the Wage Increase Requests – Signature Sheet & Tracking Form.