

1. INTRODUCTORY PERIOD

New employees to The City of New Meadows are subject to a six-month introductory period with a preliminary evaluation to be completed by the Mayor, City Council and other supervisory staff after 3 months of employment. Another evaluation will be completed after the six-month introductory period ends. During this six-month introductory period, either the employee or the City of New Meadows may end the employment relationship at will, with or without cause or advance notice. An employee's supervisor may extend the introductory period for an additional 90 days if they deem it necessary to work with an employee who is only marginally meeting the requirements for their position. Before any employee is released from their introductory period, an evaluation shall be completed.

Current Employees who transfer or promote to another position within the City of New Meadows will be subject to a six-month introductory period for the new position they hold. If the introductory employee is terminated in this situation, they may be returned to their previous position or transferred to another position they are fully qualified for if such a vacancy exists with the City of New Meadows.

The preliminary evaluation of the employee will be held after **(3) months** of employment. Review of the job description and the employee's adherence to the parameters of the employee's responsibilities will be done with the employee. If deemed appropriate, an increase in wages may be considered by the Mayor, Council, and other supervisory staff.

The evaluation of the employee after **(6) months** of employment will be made if there are any deficiencies noted during this evaluation, an employee's introductory period may be extended by the City for up to ninety (90) days by motion of the City Council and approval by the Mayor. Written notice of the reason(s) for such extension prior to the end of the introductory period will be provided.

- **Items from this section to review: City Council may end the introductory period after 3 months, if during the evaluation they feel it is beneficial to the City.**
- **Add the term current employees in the second paragraph**

2. SECONDARY EMPLOYMENT

An employee's Secondary employment, activity or enterprise may be prohibited if it:

- Involves time demands that would impair the employee's mental or physical capacity to perform City duties;
- Involves activities or business dealings that are likely to cause criticism or embarrassment to the City;
- **Involves working for an employer or doing business with a client who has a contract with the City;**
- Promotes the use of the employee's title or position with the City or implies an official City endorsement of the secondary employment's business, service, product, etc.;

- Creates a real or apparent conflict of interest;
- Requires the employee to share or make use of official information that is confidential or not available to the general public except by request.

3. EMPLOYEE RESPONSIBILITIES

Employees should report incidents of discrimination, harassment, sexual harassment, hostile work environment or retaliation as soon as possible after the occurrence. Reporting should be made to any of the following:

- Designated Official (Elected)
- Supervisor
- Department Head (Remove)
- City Clerk's Office
- Legal Counsel for the City (Change and list these in the order of reporting?)

4. EMPLOYEE CLASSIFICATION

- The classification of the position an employee holds with the City may affect the status of obligations or benefits associated with his/her employment. The primary classes of employees are:
 - ELECTED OFFICIALS
 - Elected Officials are not considered regular employees. Elected Officials receive employment benefits as identified in an ORDINANCE adopted by the City Council.
 - FULL-TIME REGULAR EMPLOYEES
 - An employees whose typical work schedule calls for at least 140 hours of scheduled work during each 30 calendar-day payroll period is classified as a Full-Time regular employee. Full-time regular employees shall receive all employee benefits provided by the City of New Meadows as such benefits now exist or may be subsequently changed.
 - PART-TIME REGULAR EMPLOYEES
 - Employees whose typical work schedule calls for less than 139 hours of scheduled work during each 30 calendar-day payroll period are classified as Part-Time Employees. Part-time regular employees shall receive reduced employee benefits in accordance with policies adopted by the City Council and certain mandatory state benefit programs.
 - CASUAL / SEASONAL EMPLOYEES
 - Employees who provide services for The City of New Meadows on an irregular or temporary basis or whose scheduled hours of employment for the entity are typically fewer than 20 hours in each payroll period are classified as casual/seasonal employees. Casual employees will receive no benefits provided to regular employees, except those required by law or those provided by express written authorization of the Council.
 - PROBATIONARY / INTRODUCTORY EMPLOYEES
 - An employee whose performance is being evaluated to determine whether further employment in a specific position or with the City is appropriate are classified as a

Probationary / Introductory Employee. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

- **TEMPORARY EMPLOYEES (Add/ Seasonal?)**
- An employee who is hired as an interim replacement, to temporarily supplement the work force, or to assist in the completion of a specific project are classified as a Temporary Employee. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain this status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as Worker's Compensation insurance and Social Security), they are ineligible for all of the City's other benefit programs.

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(Should there be another type of employee added? Part-time Non- Regular?) Someone who works less than 20 hours a week?)