

RESOLUTION 2022 -

RESOLUTION BY THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER ADOPTING AN AMENDMENT TO THE PERSONNEL POLICIES HANDBOOK – SECTION 107 INTRODUCTORY PERIOD

WHEREAS, the City of Richland Center (“the City”) employment policies are contained in the City Personnel Policies Handbook; and

WHEREAS, the City amends Section 107 Introductory Period of the Personnel Policies Handbook as follows:

Policy 107 Probationary Period

The probationary period provides an opportunity for the department head and employee to assess their employment relationship. The probationary period allows the department head to oversee an employee’s work, offer advice to increase effectiveness, or dismiss the employee. The duration of the probationary period depends on the employee classification to provide a reasonable length of time to fully assess performance based upon level of responsibility.

Non-Exempt Staff: 90 calendar days

Exempt Staff: 180 calendar days

Represented: Employees who are represented by a labor association and covered under a collective bargaining agreement with the City or who have employment contracts, should refer to their contracts for the applicable probationary period.

All employees new to a position in the City will serve and successfully complete an initial probationary period. A new probationary period will start and must be successfully completed when an employee is transferred or promoted to a different position. During the probationary period, employees are entitled to receive all benefits for which they are eligible.

Department heads should communicate regularly with newly hired employees to:

- Clarify job responsibilities, performance standards, and workplace practices.
- Provide support, such as training and/or orientation, to set the individual up for success.
- Regularly assess the employee’s performance and provide documented constructive feedback where improvement is needed.
- Determine if the employee should continue in the position.

In situations where a department requires additional time to assess an employee's performance, the City Administrator may authorize the extension of a probationary period. Employees must be informed of an extension, in writing, prior to the expiration of the initial probationary period.

A probationary period does not guarantee employment for the full probationary period, an employee may be terminated for any reason at any time, either during the probationary period or after completing it. Completion of the probationary period does not entitle an employee to remain employed by the City for any definite period of time. Both the employee and the City are free, at any time, with or without notice and with or without cause, to end the employment relationship.

NOW, THEREFORE, BE IT RESOLVED, the amendment to Section 107 Hours of Work of the Personnel Policies Handbook is adopted effective immediately.

Personnel/Insurance Committee on 12/19/2022 -- Referred to Council for approval on 12/19/2022

WALTERS ☒ AYE ☐ NO

CAIRNS ☒ AYE ☐ NO

WALLACE ☒ AYE ☐ NO

APPROVED, by the Common Council of the City of Richland Center on this 20th day of December 2022 by the following vote: AYES: _____, NOS: _____

Adopted this 20th Day of December 2022

Attest:

Todd Copernoll, Mayor

Aaron Joyce, Clerk/Treasurer